

DIRECTIVE NO. 230-SOP-6700.11L

EFFECTIVE DATE:

EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**

NAME: Thomas A. Weisz

TITLE: Code 234 Transportation Branch Manager

VEHICLE FLEET MANAGEMENT

STANDARD OPERATING PROCEDURES

January 2006

Transportation Branch Head

Date

Code 239 Deputy Program Manger

Date

Code 234 Branch Head

Date

Code 230 COTR

Date

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Responsible 230/Logistics Management Division
Office:
Title: Vehicle Fleet Management

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23. Transportation Discrepancy Report SF 361.
24. Tour Bus Request
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PREFACE

P.1 PURPOSE

These Standard Operating Procedures (SOP's) detail the methods TRAX International Corporation Services Corporation will use to perform vehicle operations services at Goddard Space Flight Center. The procedures are designed to provide timely, responsive, and safe services to all TRAX International Corporation customers in compliance with NASA and federal regulations.

P.2 APPLICABILITY

The Vehicle Maintenance Supervisor (VMS)/Lead Mechanic will implement these procedures on a daily basis, ensuring that section personnel perform their duties as stipulated. The Transportation Branch Manager, Code 239 will generally ensure that the procedures are being followed and will approve any changes to the requirements stated in this document.

P.3 REFERENCES

- a. GPR 8719.1 - Certification and Re-certification of Lifting Devices and Equipment
- b. GSFC Storm Water Pollution Prevention Plan of December 1996
- c. FPMR 101-38.305-3 - Federal Property Management Regulation
- d. SOP EB/4, Oil and Hazardous Waste Release Notification

P.4 CANCELLATION

SOP Vehicle Fleet Management November, 2005 230-SOP-6700.11J

P.5 TOOLS, EQUIPMENT, AND MATERIALS

None

P.6 SAFETY PRECAUTIONS AND WARNINGS

Lifting Safety: Personnel safety is of extra concern during operations where material is lifted or lowered whether by mechanical or manual means. The following safety precautions will be observed during these operations:

- Safety shoes must be worn. Hard hats must be worn if working under suspended loads.
- The area around the lifting/lowering operation must be clear of unnecessary material and personnel, provides good footing/traction and is free of trip hazards.
- A sufficient number of qualified personnel (P.7 Training) must be assigned to the lifting/lowering operation including extra personnel to assist with manual

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operations and a dedicated "spotter" to assist forklift operators handling loads that obstruct the driver's unrestricted vision.

- Ensure that the load destination is clear of obstacles and provides a stable base to support the load.
- All forklifts used for critical lifts (P.10 Definitions) must have a current weight test certification unless a formal waiver has been issued and is readily available to equipment operators.
- A daily safety checklist (Attachment 23) must be completed each day before the first use of any forklift of battery powered hand truck.
- For critical lifting operations (P.10 Definitions), manual lifting/lowering shall be restricted to a maximum 35 pounds.
- For critical lifts (P.10 Definitions), project customers will provide a verified Critical Procedure and/or Work Order Authorization specific to the lifting operation being conducted and a pre-task briefing will be conducted. Code 230 personnel involved in the lifting/lowering operation will review procedures and WOAs for compliance with NASA and Goddard requirements.

P.7 TRAINING

- Cryogenics
- Fork-lift certification training shall be completed tri-annually.
- For personnel involved in critical lifts (P.10 Definitions) the following additional training must be completed: Rigging Signals Test
- Wheelchair Training is required for shuttle bus operators who operate wheelchair lifts
- All garage mechanics shall attend annual Storm Water Pollution Prevention Program refresher training
- All garage mechanics shall attend annual Hazardous Waste Generators refresher training

P.8 RECORDS

Record Title	Record Custodian	Retention
PICK-UP TICKET (DAFIS)	Traffic Manager	*NRRS 6/11G Destroy after one (1) year
VEHICLE TRIP LOG (DAFIS)	Traffic Manager	NRRS 6/11H destroy after three (3) years
Assigned Vehicle Change Form	Traffic Manager	<u>NRRS</u> 6/11F Destroy three (3) years after separation of employee or three (3) years after rescission of authorization to operate Government owned vehicle,

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Record Title	Record Custodian	Retention
		whichever is sooner.
NASA Form 372 Travel Request and Authorization	Traffic Manager	NRRS 9/19C Destroy when no longer needed or three (3) years
Vehicle Dispatch Log	Traffic Manager	NRRS 6/11G
Commercial Gas Receipts	Traffic Manager	NRRS 6/11C Destroy after one (1) year
GSFC 28-1, Vehicle Defect List	Traffic Manager	NRRS 6/11I(2) Destroy after one (1) year
GSFC 230-0023 Utilization Log	Traffic Manager	NRRS 6/11H
GSFC 20-35 Move List	Transportation Branch Head	NRRS 6/11G
Standard Form 91, Report of Motor Vehicle Accident	Traffic Manager	NRRS 6/11D(2) Destroy six (6) years after case is closed
Standard Form 361, Transportation Discrepancy Report	Transportation Branch Manager	NRRS 6/11D(2) Destroy six (6) years after case is closed
Standard Form 94, Statement of Witness Form	Traffic Manager	NRRS 6/11D(2)
GSFC 23-14 Accident Forms envelope	Traffic Manager	NRRS 6/11D(2)
GSFC 23-54 Hazardous Waste Disposal Inventory	Garage SAA POC	????
GSFC 23-63 Monthly Satellite Accumulation Area Inspection	Garage SAA POC	?????
Form 230-006 Maintenance Work Order	Traffic Manager	NRRS 6/11I(2)
Form 230-008 New Vehicle/	Traffic Manager	NRRS 6/11I(2)

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Record Title	Record Custodian	Retention
Equipment Service Worksheet		
230-0016 De-identification Worksheet	Traffic Manager	NRRS 6/11E(1)
230-0077 New Vehicle/Equipment Service Worksheet	Traffic Manager	NRRS 6/11I(2)
Portable Generator Storage Form - Attachment 26	Garage Lead Mechanic	Until Portable Generator is taken out of storage. Note, weatherproof copy of Storage Form is also attached to the Portable Generator

* NASA Records Retention Schedule

P.9 METRICS

PRS65-Vehicle and Equipment Maintenance Activities
PRS66-Preventative Maintenance
PRS67-Emissions Testing
PRS68-Dispatch Operations Activities
PRS69-Supplies and Materials Scheduled Runs
PRS70-Deliver Incoming Mail
PRS71-GSFC Excess Property Pickup
PRS72-NASA HQ Excess Property Pickup
PRS73-Routine Call-ins
PRS74-Emergency Call-ins
PRS75-Storage Program Pickup and Delivery
PRS76-Office/Lab Move Coordination
PRS77-Setups

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P.10 ACRONYM DEFINITIONS

DAFIS - Dispatch and Fleet Information system

BPA - Blanket Purchase Agreement

FPMA-Federal Property Management Regulation

Critical Lift - Involves lifting and lowering operations with special, high dollar items such as spacecraft, one-of-a-kind articles, major facility components whose loss would have serious programmatic impact. Critical lifts also include lifting personnel with a crane, lifts where personnel are required to work under a suspended load and operations with special personnel and equipment safety concerns exceed normal lifting hazards.

INSTRUCTIONS

1.0 RESPONSIBILITIES

1.1 Office Moves Coordinator

The Code 239 Transportation Branch Move Coordinator will be responsible for oversight of scheduling and coordinating office moves with an off-site moving company selected by the Head, Logistics and Transportation Management Branch (Code 234) or his designee.

1.2 Dispatcher

The Dispatchers receive material and personnel movement requests from customers and complete the appropriate paperwork to document and track the request. The two Dispatchers' workloads are split primarily by function. One handles transportation of personnel to include tours, and travel dispatch. The other handles the movement of freight throughout the center and its environs. Each Dispatcher assigns specific tasks to the appropriate personnel. Information pertaining to the movement of specific types of material is addressed in detailed sections later in this SOP.

Dispatchers receive requests for and schedule tours.

Dispatchers will assign vehicles to contractor and government personnel and will maintain accountability and mileage records for all vehicles.

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1.3 Vehicle Operators

Vehicle Operators pick up and deliver material according to predetermined schedules or by special arrangement. Coordination of special assignments is made by the customer with the Dispatchers. Vehicle Operators transport personnel to and from NASA Headquarters on a predetermined schedule. They transport personnel and material to various locations as directed by the vehicle Dispatcher. They are required to maintain a valid driver's license.

All Operators and Drivers are required to possess a valid operator's permit as defined in Paragraph 1.4.

1.4 Drivers

Truck drivers and helpers report to center locations, NASA Headquarters, airports, dockyards or other transportation terminals within the greater Washington and Baltimore metropolitan areas as assigned by the Truck Dispatcher. All truck drivers are required to maintain a valid commercial driver's license.

The Utility Driver will be responsible for operating buses over routes as directed, and will maintain the appropriate license.

Tractor Trailer Operators will maintain the appropriate license and be familiar with available equipment.

2.0 MATERIAL MOVEMENT REQUESTS

This section will address the movement and relocation of furniture, equipment, expendable stock items, electronic equipment, and any other items approved by NASA. Such movement and relocation is performed both on and off-center. At Greenbelt this includes the set-up of conference rooms and meeting rooms.

Procedures

The Truck Dispatcher, x6-6261, will receive all material movement requests from the customer. When the customer calls and requests the movement of material, The Dispatcher will request and annotate the following information from the customer, enter it into DAFIS (Dispatch and Fleet Information System), which electronically generates a transportation pickup ticket.

- a. Quantity and kind of material to be moved, and date of request;
- b. Size and weight of material;

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- c. Person, building, room and phone number where the material is to be picked up;
- d. Required delivery date or urgency of movement;
- e. Person, building, room and phone number where the material is to be delivered; and
- f. Other coordinating information if required.

After receiving the necessary information, the Dispatcher will read back the requirement to the customer for verification and schedule the material movement. Material will be scheduled based on the "first in, first out" method, priority 01 taking precedence over this policy.

Priority 01's are identified as material movement requests which require priority handling, usually within four (4) hours.

The Dispatcher will assign work to individual drivers based on priority, quantity of material, estimated completion times, location, required delivery date, assets available, and any special requirements. The driver receives the original pickup ticket, and the Dispatcher/Lead Driver will retain a copy.

The driver will pick up the material from its point of origin and deliver it to its point of destination, and insure that it is properly secured during transit to prevent movement and damage. When transport vehicles have been sealed, the driver will advise the customer to open the vehicle for inspection of the load to ensure safe movement. In the event the load contains wheeled dollies, top-heavy items, or unsecured loose items, the driver will request blocking and bracing support from the Packing and Crating Section. Once the delivery is completed, the driver will have the recipient of the material sign the original copy of the Transportation Pickup Ticket verifying the request was completed.

If the shipment is refused at the point of destination the material will be returned to the point of origin and the ticket will be marked "REFUSED".

If the material, shipper, or receiver is not prepared for the movement, the ticket will be marked with the appropriate reason. The Dispatcher will reschedule movement with the customer.

At the end of the work shift, the driver will turn in all tickets to the Dispatcher.

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Conference room setups require special efforts and must be completed by the required due date. Requests must be received five working days prior to the conference date for scheduling. The request is submitted on an Auditorium and Conference Room Scheduling Form GSFC 25-28 (Attachment 7).

Prior to assignment the Dispatcher completes a Transportation Pickup Ticket (Attachment 6) and assigns the appropriate size crew to accomplish the request.

Upon completion of any material movement request, the driver or crew leader initials the original GSFC 25-28 or Pickup ticket verifying task accomplishment and returns the original documents to the Dispatcher/Lead Driver for filing and retention for one year.

3.0 VEHICLE ASSIGNMENT

This section details the procedures TRAX International Corporation will use to assign government vehicles to TRAX International Corporation personnel while accomplishing the operational activities required under this contract.

Procedures

The Vehicle Dispatcher and Truck Dispatcher will assign vehicles to TRAX International Corporation personnel in order to perform the daily functions of the Transportation Section. Both Dispatchers will prepare a Vehicle Trip Log (Attachment 8) using DAFIS for each vehicle on a daily basis. The Dispatchers will enter the following information into the Vehicle Trip Log when TRAX International Corporation personnel are assigned a Greenbelt vehicle:

- a. Name of driver;
- b. Vehicle tag number;
- c. Dispatched by;
- d. Date; and
- e. Destination.

The time out of the motor pool and the beginning odometer reading will be the individual driver's responsibility and will be noted on the Trip Log prior to departure from the Building 27 parking lot. Drivers will also note that they have conducted a visual inspection of the vehicle and have checked the oil prior to departure from the motor pool. They will sign the form verifying this information. This is information required by and is in accordance with more detailed and comprehensive requirements listed in paragraph 10 of this SOP.

At the close of the business day, all drivers will attach the keys to the vehicle clipboard and complete the Vehicle Trip Log with the following information:

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a. Time in; and

b. Ending odometer reading.

Drivers will turn their Vehicle Trip Log into the Dispatcher's office.

The Vehicle Dispatcher will compile the daily trip log and file.

The garage supervisor has been designated to secure all unoccupied vehicles and maintain this level of security on a daily basis, within the Building 27 compound.

Both dispatchers will complete an "Assigned Vehicle Change" (attachment 9) form when permanently assigned changes are made. They will submit the form to the Parts Clerk for entry in to the Fleet 2000 system and filing in the vehicle jacket. The vehicle Dispatcher should receive trip tickets on Monday for permanently assigned vehicles showing the previous week's usage. If tickets are not received, a call will be placed to the responsible party requesting a trip ticket by COB Tuesday. If no response, a second call will be made requesting a trip ticket by COB Wednesday. Dispatcher will maintain a log showing date, time, and contact for these requests. A list will be prepared for Code 234 by 10:00 a.m. Thursday showing vehicle and responsible party for which no trip ticket has been received. Trip tickets will be destroyed after one year.

4.0 VEHICLE RESERVATION REQUESTS

Upon receiving a request for a government vehicle, TRAX International Corporation personnel must ensure that the requester is authorized to use a vehicle and, that vehicles are assigned in accordance with NASA and federal regulations. This section provides the procedures, which ensure that these regulations are followed.

NOTE: At the time the dispatcher is informed of the requested reservation and just prior to handing out the keys, the operator will be informed of the following:

We have a New Policy for NASA Travelers using Government Vehicles.

Goddard employees may be authorized on their travel orders to use a government vehicle for travel and, under certain circumstances, take the vehicle home to commence the travel. Specifically, a vehicle may be taken home at the close of the working day preceding the start of the official travel and commence travel from their residence on the next day. Likewise, if employees are scheduled to return from travel after working hours, they may take the vehicle to their residences and return the vehicle to the motor pool the next regular working day. This policy only

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applies when the employee is using a government vehicle for official travel and the authorizing official issuing the travel orders determines that there will be a significant savings in time. The travelers' residence location should also be located in the direction of the travel destination, e.g., and employee lives in Annapolis, MD, and will be traveling from Goddard to Wallops Island, VA. Another example would be when the travel time between the travelers' residence and the temporary duty station is significantly shorter than the travel time between the Center and the temporary duty station. Travelers taking a vehicle home must use it only for official government business. Travel order authorizing officials must specify on the travelers' orders two elements in order to be issued a vehicle from the motor pool:

- 1.) Use of government vehicle is authorized;
- 2.) Authorized to take vehicle to travelers' residence in connection with official travel due to significant savings in time.

4.1 Procedures

The Vehicle Dispatcher (x6977) will receive all vehicle reservation requests. They maintain a schedule of personnel who request a vehicle, vehicles assigned, vehicles reserved, and vehicles available for reservations.

Two different types of vehicle reservations may be made; local and travel. The differences between the two are as follows: local reservations are for vehicles dispatched a distance of not more than 50 miles and which are generally returned by the close of business that day; travel reservations are for vehicles dispatched for more than fifty but less than two hundred miles, and may be kept out overnight or longer. Upon receiving a vehicle reservation request, the Dispatcher will request the following information from the requester:

- a. Name and code
- b. Destination
- c. Departure date and time
- d. Approximate date and time of return
- e. Number of passengers and
- f. Any special requirements

After receiving the necessary information, the Dispatcher will read back the requirement to the customer for verification and place on the vehicle availability list. If no vehicles are available, the requesters name,

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code, phone, and date of request is entered in a log book by the Dispatcher to provide the government with verifications in the event travel by POV or commercial carrier is required.

When the customer arrives at the dispatch office the Dispatcher will consult a master listing of center employees authorized to operate government vehicles. This listing is being automated and once completed, the Dispatcher will be able to check on the computerized roster of authorized operators. Government employees are authorized by their respective Branch Manager, by written memorandum addressed to Code 239, and must complete a questionnaire, which will provide the requisite information for the computer database. Contract employees are authorized by their Contracting Officer, in a written memorandum to Code 239, if their contract stipulates the use of government vehicles, and they must also fill out the required questionnaire.

If the operator's name appears on the access roster, the Dispatcher will verify the employee's name by comparing a government ID card, or GSFC employee badge, and driver's license. Particular attention must be paid to the expiration date on the latter. Only if all information is current and valid will the Dispatcher release the vehicle to the operator.

The Dispatcher will prepare a Vehicle Trip Ticket using DAFIS when the operator comes to the dispatch office to pick up the vehicle. Upon verification that the individual possesses a valid NASA U.S. Government identification badge, and valid travel orders if on required travel, the Dispatcher will fill in the following information on the vehicle trip ticket from information supplied by the operator:

- a. Name of driver and code
- b. Vehicle tag number
- c. Dispatched by
- d. Date out and Destination

The Dispatcher will check the validity of the following information on the operator's driver's license:

- a. Expiration date
- b. Picture, to ensure licensee and possessor are the same
- c. Restrictions
- d. The operator is authorized to operate the type of vehicle dispatched

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The operator will enter the following information in the vehicle trip ticket:

- a. Number of passengers
- b. Ending odometer reading
- c. Date and time in

Upon returning to the Greenbelt Motor pool, the operator will turn in the keys, credit card (if applicable), gas receipts and vehicle trip ticket to the Dispatch Office. If returning after normal business hours, these items are deposited in the drop box and are recovered the following day.

If the requester reserves a car for travel, the operator must present an approved Travel Request and Authorization, NASA Form 372 (Attachment 10). When on travel, or otherwise authorized, a Government Credit Card may be issued.

When a vehicle goes out on travel, the Dispatcher will make the appropriate entry in the Daily Dispatch Log (Attachment 11). This will provide a chain of responsibility until the vehicle is returned. The log will include:

- a. The driver's name and code
- b. The vehicle type and plate number
- c. Date of dispatch and return (from travel orders)
- d. Destination

4.2 Credit Card Control Procedures

Credit cards are received from Code 234 when the equipment is accepted by the Transportation Operations and Maintenance Section Head. He will hold the card until the equipment is placed in service. At that point the card is turned over to the appropriate Dispatcher. The card is kept on a hanging board with the vehicle keys.

When authorized (normally on travel) the credit card is issued with the keys and a trip ticket.

When this occurs a travel tag is placed on the hook to verify the reason for the cards absence. Empty hooks without travel tags are investigated to determine the reason for the missing card. In the event a card cannot be located Code 234 will be notified.

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Upon return from travel the dispatcher will retrieve the card and any gas receipts. Cards are returned to the pegboard and receipts are forwarded to the Parts Clerk for data entry in to the Fleet 2000 Trip Reporting Module and filed. Gas receipts are kept for one (1) year (NRRS 6/11C).

When equipment is excessed, the card is turned over to the Motor Pool Dispatcher along with the license plate. Both will be destroyed so as to prevent further use. A record will be maintained of all license plates and credit cards destroyed by NASA number.

4.3 Equipment Return

Upon return of the equipment, the keys and trip ticket (and when applicable the credit card and gas receipts) are retrieved. The trip ticket is filed for one year. The vehicle keys are placed in a holding box until the equipment is serviced.

Equipment servicing includes:

1. Refueling (to between 3/4 and a full tank)
2. Once a week or as required: Vacuum vehicle interior
3. Once a week:
 - a. Check and fill oil, windshield washer, battery, and transmission fluid levels.
 - b. Check spare tire, jack, flare kit, and accident reporting kit.
 - c. Check headlights, taillights, and flashers.
 - d. Fan belt for tightness and wear.
 - e. Wash vehicle's exterior.

A Vehicle Defect List form GSFC 28-1 (Attachment 12) for repair of discrepancies will be prepared and forwarded to the Vehicle Maintenance Supervisor/mechanic.

Once the vehicle is serviced, keys are returned to the keyboard for further assignment.

Gas receipts are forwarded to the Parts Clerk for data entry in to the Fleet 2000 Trip Reporting Module and filed. The card is returned to the board and the travel tag removed.

5.0 PERMANENTLY ASSIGNED VEHICLES

These vehicles are assigned to organizations on a permanent-dispatched basis. The Logistics Transportation Management Branch, Code 234,

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performs a Motor Vehicle Utilization Review every three years to determine retention of permanently assigned vehicles.

Procedures

Code 234 will notify the Transportation Vehicle Operations and Maintenance Section Head of any changes, additions, or deletions as they occur regarding the retention of permanently assigned vehicles. These vehicles will be assigned to a specific person, who is responsible for controlling the use of the vehicle in accordance with Code 234 vehicle operator guidance. That person will receive the keys to the vehicle and be responsible for the proper weekly completion of the Motor Vehicle Utilization Log, GSFC 230-0023 (Attachment 13). A notation will be placed on the dispatchers' boards identifying:

- a. Type of vehicle
- b. To whom the vehicle was assigned
- c. That person's phone number and code
- d. The vehicle tag number.

Each week, on Monday, the person assigned the vehicle will provide the appropriate dispatcher with a properly completed Motor Vehicle Utilization Log, GSFC 230-0023.

If the logs are not provided after the user has been contacted, the appropriate dispatcher will notify the Transportation Operations and Maintenance Section Head who will report these facts to the Head, Logistics and Transportation Management Branch, Code 234.

Hard copy log information on permanently assigned vehicles will be maintained for the prior fiscal year until the end of the current fiscal year.

Changes in permanent vehicle assignments will be submitted to the Parts Clerk for data entry in the FLEET 2000 system, then filed in the vehicle jacket. An Assigned Vehicle Change form will be completed by the dispatcher as soon as the change is made. A monthly review of the permanently assigned vehicles will be accomplished to ensure the data in FLEET 2000 is accurate. The Parts Clerk will submit the report to the dispatchers for review and will provide copies to Code 234 and 233. Discrepancies will be verified, corrections will be made on the Assigned Vehicle Change form and submitted to the Parts Clerk for data entry into the Fleet 2000 system immediately.

Procedures for Greenbelt Vehicle Cleaning and Washing are found in Attachment 1.

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All moves will be compiled and scheduled with an off-center contractor. All moves will be scheduled for a date compatible to the customer. The 20-35's (Move Lists) should be submitted to the Code 239 Move Coordinator no later than 12:00 p.m., five days prior to the move. Information will be compiled and faxed to the off-center contractor for an estimate. If

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required, a walk-through may be requested. The Code 239 Move Coordinator will arrange this and will accompany the mover when applicable. An estimate is returned not later than the day before the move.

Moves will be completed according to the terms of the tender for service established between NASA and the off-site contractors. Performance Evaluation Forms will be issued to customers randomly to receive feedback on contractor performance. A report of six specific areas will be included in the Monthly Transportation Report for review by the government.

6.2 Escort Policy

During a Goddard Space Flight Center crisis, National Emergency, or the like, the Code 239 Move Coordinator will provide escort service for the move contractor in performance of his tasks if the contractor is unable to secure Goddard I.D. Badges. The escort service will be performed in accordance with directions from center management.

6.3 Claims

For office relocation moves made by an off-center contractor, Transportation Branch Code 239 Move Coordinator will coordinate all actions to resolve claims in the best interest of the Government. The Code Move Coordinator will notate on the GSFC Form 20-35(Move List):

- (a) Items that have an individual value \$5,000.00 or more. This will assist in the identification of items with high liability.
- (b) Check-off the Acknowledge block regarding the claims reporting procedure timeline of 5 days.

The moving organization's move coordinator will identify lost or damaged items on the Office Movers Performance Evaluation Report or by memo and provide this information to the Transportation Branch Code 239 Move Coordinator within five work days after the move. When received, the Code 239 Transportation Move Coordinator will:

- Contact the Code move coordinator to determine value of lost or damaged items. The Code 239 Move Coordinator will provide written loss and damage costs within five workdays. The office mover will be given the opportunity to conduct a joint inspection of the damages. When damaged property can be economically repaired, the office mover is entitled to make repairs. If the office mover waives this entitlement, the Code 239 Transportation Move Coordinator will coordinate repairs and submit a claim against the office mover for the costs. The Code Move Coordinator along with the property manager will be responsible for final acceptance of all repairs.

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- Send GSFC Form 16-48, Facilities Work Request, to the Plant Operations and Maintenance Division requesting estimate for repairs when the office mover damages a government facility during an office relocation move. Code 220, Facilities Management Division, will respond with a written estimate with 14 workdays after receipt.
- Provide a cover letter of notification through Code 234 to the office move contractor, and a Standard Form 361 (Transportation Discrepancy Report) (Attachment 23) listing all loss, damage, or repair costs. For those items damaged beyond repair or lost, the office mover will be responsible for full replacement cost minus depreciation rates taken from the Military/Industry Depreciation Guide. The office mover will be given 30 calendar days from the date of the letter to resolve the claim. If an extension is necessary, the office mover shall provide a written status of the claim and the reason for the delay. This extension will be limited to an additional 30 days and approved by Code 234.
- Suspend all claim actions to ensure that coordination, follow-up, and timely disposal are achieved.
 - a. If no written loss/damage costs are received from moving organization's move coordinator within five workdays, Code 239 Move Coordinator should suspend the file for follow-up every five days until costs are received.
 - b. If no written response is received from Code 220, Facilities Management Division, within 14 workdays, Code 239 Move Coordinator will suspend the file for follow-up every five days until estimates are received.
 - c. If the office mover does not respond to claims settlement within 30 days, Code 239 Move Coordinator will follow-up every five days until claim is settled.
- Advise Code 234 after two suspend actions go unanswered in any phase or of problems encountered during the claims process and recommend appropriate solutions.

When it is determined as a result of investigation or evidence submitted by the office mover that loss or damage to Government property is not the responsibility of the office mover, the Code 239 Move Coordinator, with the approval of Code 234, will take necessary steps to clear the office mover of liability and to withdraw or amend any claim which may have been filed for recovery of losses.

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This section presents procedures for scheduling and manifesting personnel for flights to and from Wallops Flight Facility and other locations via the chartered NASA-8 aircraft.

Procedures

NASA-8 is not a regularly scheduled flight, each flight must be chartered individually. Reservations for NASA-8 are processed by contract personnel at Wallops Island, telephone (757)824-1473/1983.

The Dispatcher at WFF faxes the current manifest to the Dispatcher at the Greenbelt facility the day prior to the actual flight. The Dispatcher at Greenbelt verifies the manifest and checks to ensure that ground transportation has been coordinated for personnel arriving from WFF in the morning or returning in the afternoon.

In the event of a flight cancellation, or change in departure/arrival times, the Dispatcher at WFF will notify the Dispatcher at Greenbelt as soon as this information becomes available. Both Dispatchers will then call and notify each passenger of the applicable changes, either directly, or by phone message although every effort will be made to notify the passenger personally. The date and time the message was left will be recorded in a logbook, should any questions arise. If a message is left, a notation of to whom the message was given will be included.

Any proposed flight will be coordinated directly between the requestor and the Dispatcher at WFF.

Personnel who require the use of at either WFF or Greenbelt will Advance reservations for vehicles the customer directly.

Check that these are the most current procedures and that the flow chart in Att. 24 is correct. For sure, change paragraph references in each block of the flowchart

8.0 TOURS

TRAX International Corporation will provide transportation to support tours authorized by GSFC and coordinate tours by outside organizations.

8.1 Procedures

Bus tour requests can be received via facsimile, letter, or e-mail and should be directed by the customer (from Headquarters or Goddard) to the Code 239 Motor Pool Dispatcher (MPD), or the cognizant Code 234 Transportation Management Specialist(TMS). There is no prescribed form for requesting a tour. A flow chart for this process is shown in Attachment 24.

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8.1.1

At a minimum the request will provide the following information:

- (a) Date of tour(s);
- (b) Time of tour(s);
- (c) Point of origin;
- (d) Tour itinerary;
- (e) Point of contact name and phone number; and
- (f) Number of people on tour.
- (g) Any unique or special needs requirements.

8.1.2

All requests for Tour bus service (in-house or commercial) shall be checked for completeness by the Code 239 MPD, and forwarded to the designated Code 234 TMS for approval processing.

8.1.3

Code 239 MPD shall proactively seek out a response from Code 234 TMS regarding disposition of all requests for Tour bus services.

8.1.4

All approved requests shall be sent by the Code 234 TMS to the Code 239 MPD who will then make the necessary tour arrangements per the prescribed criteria mentioned herein.

8.1.5

A copy of all approved requests shall be forwarded to Code 239 Transportation Branch Manager (TBM).

8.1.6

All scheduled bus events shall be posted on monthly events board in the Motor Pool Dispatch Office, Bldg. 27, room 190.

8.2 Tour Bus Selection Criteria

8.2.1

If the tour is for less than 9 people, the tour is scheduled in an appropriate vehicle with a qualified driver.

8.2.2

If the tour is for more than 9 but less than 29, the Code 239 MPD will assign the NASA tour bus and a class "B" licensed driver.

8.2.3

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If the tour is for more than 29, the Code 239 MPD will coordinate with the Code 234 TMS to arrange for commercial transportation.

9.0 FUEL ACCOUNTABILITY

TRAX International Corporation personnel will receive fuel from a distributor on behalf of the government. They will track its use and report any losses to the government.

9.1 Procedures

The inventory of Fuel is monitored by the vehicle dispatcher. The vehicle dispatcher prints a Fuel Status receipt daily from the fuel tank monitor located in Building 27.

When the fuel level drops below a specified point (currently 5,500 gals) the Dispatcher will contact the Defense Fuel Supply Center contract vendor and order a tanker load of fuel (normally 8,500 gals). The Dispatcher will obtain the anticipated delivery date from the contract vendor.

Not less than one-hour prior to anticipated delivery, fuel pumps will be shut down to allow the fuel in the tank to settle. Upon the arrival of the tanker, the vehicle dispatcher will print a Fuel Status receipt. After the tanker has dumped its load, the tank will be sealed for a minimum of one hour to allow the fuel to settle. The vehicle dispatcher will print a second Fuel Status receipt for verification of delivery amount. The vehicle dispatcher will then submit the delivery receipt to the parts clerk.

The parts clerk will contact the Defense Fuel Supply Center via the website for the current fuel price for the delivery date; add the appropriate taxes to calculate the final cost per gallon. This information is entered in the Fleet 2000 Trip Reporting Module and the Fuel Purchasing file (Lotus). The original fuel receipts will be forwarded to the account payable section.

The vehicle dispatcher will check the Fuel tank monitor for "alarms or messages" for leaks or water in the tank. If any alarms or messages appear, the vehicle dispatcher will print the message. If an emergency situation exist, notify the designated Building 27/Code 230 representative, and follow the emergency notification procedure outlined in Attachment 4 (page 55 of this SOP). If message is of a non-emergency status, file the message with the Fuel Status Receipts.

The Parts Clerk will import Gasboy transactions into the Fleet 2000 system for Greenbelt and Wallops on a daily basis. Transactions are edited verified and filed for reconciliation at the end of the month

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9.2 Storage Tank Refueling, Maintenance and Spill Containment

When storing portable generators with integral fuel and lubricating oil tanks, the information contained in Attachment 26 will be obtained at the time the generator is prepared for storage and will include the Generator ID, Date put into storage, the quantity of fuel drained (lube oil remains in the crankcase) and the disposition of the drained fuel. When completed the original of this form will be maintained by the Garage Lead Mechanic and a copy place in a document protector will be fixed to the generator. ~~See section 18.2 (Activating Portable Generators) for steps required to return stored Portable Generators to service.~~

This section addresses the duties and responsibilities of all government and contractor drivers when they use a government vehicle. The procedures are designed to follow all federal and state regulations.

All vehicle operators/drivers, contract and government must obey the regulations set forth by the U.S. government. They include, but are not limited to:

- a. Possession of a State, District, or Commonwealth operator's permit for the type of vehicle to be operated, issued for the area in which they are principally employed or in which they live.
- b. Abide by all state and local traffic laws. Drivers will adhere strictly to all posted speed limits and no vehicle will exceed 55 miles per hour.
- c. Seat belts will be worn whenever the key is in the ignition - regardless of whether the engine is running or not.
- d. Unattended vehicles will be secured by removing the keys and closing/locking all doors and windows.
- e. Vehicles will be operated in a safe and courteous manner.

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Accidents must be reported promptly to the Transportation Branch Manager at Greenbelt. These reports will be forwarded to Code 234.

Regardless of the extent of damages or injuries the following actions must be completed:

- a. If off site, the local law enforcement agency with jurisdiction must be notified and a police report filed. If on site, Code 205.1 (Security) must be notified and a report filed.
- b. An Operator's Report of Motor Vehicle Accident (Standard Form 91) and the Statement of Witness form (Standard Form 94) are contained in the Accident Forms Envelope (GSFC 23-14) and found in each vehicle's glove compartment.
- c. Vehicles will not be misused or abused - they will be used for official government business only.

10.2 Contractor Specific Procedures

Contractor drivers are responsible for user maintenance on the equipment they operate. All drivers are responsible for:

- a. Checking all fluid levels prior to departing Building 27 parking lot in the morning. The driver will also check all safety equipment (horn, lights, windshield wipers) for proper operation.
- b. Filling any fluids that are below safe operating levels and make notes on the vehicle trip log. The quantities and types of fluids added to the vehicle will be annotated and turned in to the parts clerk for inclusion in the FLEET 2000 system.
- c. Checking the exterior of the vehicle for fluid, leaks, dents, broken glass, broken mirrors or other safety hazards.
- d. Ensuring required equipment is on board including flare, fire extinguisher, material handling equipment if provided.
- e. When the task or tasks assigned to a driver are completed, contacting the Dispatcher immediately to receive any priority shipment instructions or assignment of additional tasks.
- f. At the end of the workday, cleaning all trash out of the vehicle, ensuring that the gas level exceeds three quarters of a tank, and closing/locking doors and windows prior to turning the keys and trip tickets in to the Dispatcher.

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g. Drivers assigned to carry a radio must pick it up in the morning, operate it correctly during the day, and return it to the office at the end of business day.

11.0 SNOW REMOVAL

Snow removal will be accomplished within the guidelines specified in Code 220's, Facilities Management Division, Snow Removal Plan. The remainder of this section will address specific items not covered in the Snow Removal Plan and will outline the TRAX International Corporation general course of action.

11.1 Procedures

Following Code 100's decision to declare a snow emergency, one of Code 220's snow removal coordinators (normally the Chief of CODE 220, Facilities Management Division) will contact the Transportation Branch Manager, who will make arrangements for TRAX International Corporation personnel to make sure the Truck Lift Bay area in the garage is clear and ready to be used for emergency purposes by the facilities contractor.

12.0 REPORTING REQUIREMENTS

This section addresses Fleet Management reporting requirements.

11.1 Deliverable Reports As Contained In The 230 Public, Drive G

- a. DAFIS Report
- b. Office Moves Report
- c. Preventative Maintenance (PM) Due Report
- d. Fuel and Maintenance Cost Report

Note: a through d are due on the 10th of each month.

- e. Affirmative Action Procurement Report
- f. Report of Destroyed U.S. Government License Plates and Credit Cards

Note: e and f are due annually.

13.0 MAINTENANCE OPERATIONS

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This section contains TRAX International Corporations' procedures for performing maintenance services at Greenbelt. The first half of this section contains procedures for overall operations, while the second addresses Parts Room Operations. Under the general direction of the Transportation Branch Manager (Code 239), and the Deputy Program Manager (DPM) will ensure that all section operations follow these procedures and all NASA requirements.

14.0 Personnel Responsibilities

14.1 Transportation Branch Manager

Will be responsible for the establishment and implementation of standard operating procedures that ensure the effective and efficient use of maintenance assets. The Branch Manager will be responsible for providing the overall supervision required to ensure timely repair service, accurate and complete preventive maintenance, and safe, reliable equipment to support government and other Greenbelt contractor operations.

14.2 The Vehicle Maintenance Lead Mechanic

Will be responsible for establishing, directing and monitoring the daily activities of the Vehicle Maintenance Section, and to act as the POC for the garage hazardous waste Satellite Accumulation Area as described in section 25 of this SOP. The Transportation Branch Manager will monitor and direct the activities of the Vehicle Maintenance Supervisor and the Lead Mechanic, respectively.

14.3 The Mechanics

Will be responsible for trouble shooting, diagnosing, repairing and emergency road service calls for all vehicles/equipment.

14.4 The Parts Clerk

Will be responsible for requisitioning, receipting, issuing, and stocking parts/service for the support of the maintenance personnel, utilizing the Fleet 2000 system. The Parts Clerk will be responsible for Fuel Accountability and reconciliation of Fleet 2000 Monthly Reports for Greenbelt and Whitesands.

14.5 The Equipment Maintenance Facility

Will be operational from Monday through Friday, 6:30 a.m. to 4:30 p.m.

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15.0 GENERAL POLICIES AND PROCEDURES

15.1 Service Priority

Service to vehicles/equipment will be prioritized as follows: Code 220 emergency vehicles, LSD support vehicles, Code 220 non-emergency vehicles and other fleet vehicles/equipment. Maintenance personnel will follow the above priority list and changes must be approved by Contracting Officer's Technical Representative. The only exception to this policy is emergency service to mobile electrical power equipment as provided for below.

Emergency Service - Mobile Electrical Power Equipment Maintenance personnel will provide priority service to designated mobile industrial equipment when power-generating equipment is being used to supply emergency electrical power to any occupied Greenbelt building or trailer.

Provision is also made when power-generating equipment is used to supply standby electrical power to any occupied Greenbelt building or trailer during designated space flight operations.

15.2 Cannibalization

No vehicles or equipment will be cannibalized without the express authority of the Contracting Officer's Technical Representative. All requests for such actions will be routed through the Transportation Branch Manager.

15.3 Vehicle Misuse and Abuse

Anyone who has reason to believe someone, whether government or contractor, has misused or abused equipment or materials must report this fact to the Dispatcher, Vehicle Maintenance Supervisor/Lead Mechanic, or the Transportation Branch Manager. Dispatchers and the Vehicle Maintenance Supervisor/Lead Mechanic should notify the Transportation Branch Manager. A report will be submitted on the incident to Head, Logistics and Transportation Management Branch (Code 234) via Transportation Branch Manager (Code 239) if reasonable cause is present.

Mechanics will document incidents and analyze trends of equipment misuse and abuse by any Greenbelt organization or contractor. Findings will be submitted to the Head, Logistics and Transportation Management Branch (Code 234) and/or the Motor Vehicle Utilization Board via the Transportation Branch Manager.

15.4 Subcontract Services

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The Lead Mechanic will arrange for subcontract work on equipment when repairs or services are beyond in-house capabilities, or would be more cost effective to the government if completed outside. Prior to arranging for subcontract work, the Vehicle Maintenance Supervisor/Lead Mechanic will perform a cost trade-off study to determine the most economical means of accomplishing the services and to document this information. Repair costs greater than or equal to \$500 will be documented on a Parts Estimate For Repairs Which Cost \$500 Or More form (attachment 18) and routed through the designated government representative.

The VMS/Lead Mechanic will arrange for the inspection and acceptance of subcontract work. The dispatcher will arrange for the return of vehicles and equipment to the Equipment Maintenance Facility. Upon arrival the vehicle/equipment will be inspected by a mechanic for acceptance. Defective repairs/service will be returned/indicated to the subcontractor immediately for correction, and a Maintenance Work Order will be completed and submitted to the parts clerk for data entry in the Fleet 2000 system then filed in the vehicle jacket to provide historical data. Corrections will be completed to the satisfaction of the VMS prior to payment.

15.5 Warranty Work

All warranty repair and servicing, will be performed by an authorized representative of the manufacturer. Acceptance for warranty work follows the same guidelines as for subcontractor outlined in section 15.4.

15.6 Maintenance of Tools and Shop Equipment

Maintenance personnel are responsible for care and maintenance of non-specialized tools and garage equipment, such as hydraulic floor and bottle jacks, transmission jacks, truck wheel dollies, gas driven portable battery chargers, etc.

Maintenance personnel will repair shop air hoses and electrical cords if possible or replace them as required.

Maintenance personnel will report physical plant deficiencies, such as inoperative shop lighting, heaters, doors, electrical receptacles, etc. to the Vehicle Maintenance Supervisor who will prepare a work request for the building FOM and submit it to him via the VMS. For emergency or urgent repairs the Vehicle Maintenance Supervisor will call the Trouble Desk (6/5555).

All requests for repair or replacement of existing shop equipment and requests for new equipment will be made through the VMS/Lead Mechanic. The Lead Mechanic will include a cost trade-off comparing repair versus

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replacement. Requests will be routed through the VMS prior to presentation to the Contracting Officer's Technical Representative. Requests for replacement will include a cost trade off study outlining the cost difference between repair and purchase, along with a recommendation.

Measuring tools and equipment will be submitted for calibration at required intervals. The Lead Mechanic will arrange for equipment calibration.

All lifting devices, e.g. forklifts, liftgates and other devices will be marked and certified IAW Goddard Management Instruction (GMI) 1710.6 Design, Inspection, and Certification of Lifting Devices and Equipment. Certification will be scheduled annually or as required.

Code 540 will advise the Deputy Program Manager of certification requirements. The Deputy Program Manager will ensure that all lifting devices are certified and marked to comply with the requirements of GPR 8719.1 Certification and Re-certification of Lifting Devices and Equipment.

15.7 Performance Standard

TRAX International Corporation will maintain an availability rate of 90% of the vehicles for which we have responsibility. Equipment will be repaired using parts that meet or exceed manufacturer's specification, unless such parts are not available, or may be too expensive to warrant use. These exceptions will be cleared by the Contracting Officer's Technical Representative. Labor hours will be within the guidelines set forth in the Time and Labor Guide and repairs will meet industry standards.

16.0 NEW EQUIPMENT ACCEPTANCE

This section outlines the procedures to accept new equipment into the inventory, ensure that it meets the government specifications, arrives undamaged, and is entered into the maintenance program.

16.1 Procedures

Code 234 will notify the Code 239 Transportation Branch Manager of the location and arrival time of new vehicle/equipment. If the vehicle/equipment is not delivered to the Maintenance Operations Facility the Branch Head will arrange for acceptance inspection and pickup. Code 234 will provide all procurement order paperwork to the Vehicle

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Maintenance Supervisor/Lead Mechanic prior to delivery of the vehicle/equipment. This will ensure that all options, changes, or modifications to vehicle/equipment orders, have been made known to the VMS/Lead Mechanic prior to order inspection and acceptance. If any deficiencies are found the vehicle will not be accepted and Code 230 will be notified immediately. If the vehicle/equipment is accepted the Code 234 Transportation Management Specialist will issue a license plate to the Vehicle Maintenance Supervisor and a credit card to the dispatcher/lead mechanic if applicable. At WFF new equipment is accepted by Code 231, and Code 231 prepares a Receiving & Inspection report.

Once the vehicle/equipment arrives the mechanic will open and complete a New Vehicle/Equipment Service worksheet, Form 230-008 (attachment 15) along with a Maintenance Work Order, Form 230-006 (attachment 16) and perform the required modifications including, but not limited to: installation of flare kits, license plates, decals; placing of accident reporting kit and vehicle/equipment manual in glove boxes. The mechanic will submit one set of keys to the dispatcher for placement on a key tag and attaching an encoded fuel key. The spare set of keys will be submitted to the Parts Clerk for logging in to the Spare Key Box.

If during the course of this work the mechanic discovers any additional deficiencies, he will bring these to the attention of the Vehicle Maintenance Supervisor/Lead Mechanic. These will be noted on the Work Order and the equipment will be returned to the dealer for appropriate repairs.

Once modifications are completed, the worksheet and work order is signed and reviewed by the Vehicle Maintenance Supervisor/Lead Mechanic. The Maintenance Work Order, New Vehicle/Equipment Service Worksheet, all paper work received with vehicle/equipment and the New Vehicle Data For Fleet 2000 Form 230-0077(Attachment 22), are given to the Parts Clerk. The Parts Clerk will enter the data in the Fleet 2000 system, and initiate the PM schedule, Emissions schedule and update the Fleet 2000 Trip Reporting Module.

The Parts Clerk then opens a vehicle/equipment Maintenance File (a green hanging file labeled with the equipment's identification or license plate number) and all records are placed in the central equipment file. This is located in the Vehicle Dispatch Office in Building 27. In addition to the Equipment Data Card, this file will contain all documents pertaining to that equipment, including, but not limited to:

- a. Receipt and Inspection Report;
- b. Certificate of Origin;
- c. Manufacturer's Line Sheet;

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- d. Carrier Delivery Report;
- e. Owner's Manual;
- f. Warranty Information;
- g. New Vehicle/Equipment Acceptance Inspection Report;
- h. New Vehicle Data For Fleet 2000
- i. Repair work orders and Cost Reports for both government and vendor work;
- j. Preventive Maintenance Work Records;
- k. Emissions Test Records, and;
- l. Repair Orders.

17.0 PREVENTIVE MAINTENANCE

To ensure safe, operable equipment, to extend the service life of equipment, and to ensure the greatest return on the government's sale of equipment no longer required, an aggressive Preventive Maintenance program has been implemented by TRAX International Corporation.

17.1 Procedures

There are two preventive maintenance (PM) cycles for equipment in the Greenbelt fleet. One covers equipment life during the equipment's warranty period, and the second covers the equipment life following expiration of the warranty.

17.2 Warranty Period

The PM cycle during the warranty period is designed to ensure that the warranty is not voided. This is accomplished by scheduling PM and performing the maintenance specified for the equipment in accordance with the information supplied by the manufacturer.

The warranty PM information will be copied from the equipment warranty book and will be stapled to the New Equipment/Vehicle Worksheet so that the Parts Clerk can input the frequency of maintenance into the Fleet 2000 system. The Parts Clerk will generate a PM schedule on the 1st day of each month and submit it to Dispatchers, Vehicle Maintenance Supervisor and Transportation Branch Manager.

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The dispatcher will notify the maintenance personnel/parts clerk when vehicle is ready for PM. The mechanic will open a Maintenance Work Order and the appropriate PM work sheet. If warranty repairs are needed the mechanic will notify the Lead Mechanic, who will then make arrangements with the dealership for repairs. Upon completion the Vehicle Maintenance Supervisor/Lead Mechanic will sign and review the Maintenance Work order and submit it to the Parts Clerk for data entry in the Fleet 2000 System. During PM an occasional discrepancy may be found which is not part of the cycle and does not affect the safe operation of that equipment. In these cases corrective maintenance (CM) may be delayed.

All warranty work that is conducted by an outside vendor must be inspected prior to the equipment's return to the fleet. These procedures are identical to those required anytime work is conducted by outside parties and the procedures for inspecting the work are the same. They are outlined in paragraph (2) of 12.15.4 of this manual.

18.0 Non-Warranty PM

Following the expiration of the warranty, all equipment, except those items specifically identified by the government will have a preventive maintenance cycle of 5,000 miles and/or 6 months which ever comes first. For vehicles that travel less than 5,000 miles in six months time, a safety inspection will be conducted at the end of six months to ensure that the equipment is safe to operate. When the last warranty-specified preventive maintenance has occurred, the Vehicle Maintenance Supervisor/Lead Mechanic will notify the Parts Clerk who will modify the maintenance schedule in Fleet 2000.

18.1 Procedures

The 1st day of the month the Parts Clerk will generate a PM schedule from Fleet 2000 and submit it to the dispatchers, VMS and the Transportation Branch Manager. The PM Schedule utilizes a ten percent (10%) rule. The ten percent (10%) rule states that equipment may be brought in within + 500 miles and + 10 working days without violating scheduled requirements. This allows for flexibility based on the workload, emergencies, PM workload, repairs in the maintenance facility and for road services. The Dispatchers/Lead Mechanic will review the list and make adjustments to the schedule (i.e., scheduling vehicles which are due for a safety check based on six months of service would warrant a 5,000 mile preventive maintenance covering both). Additional changes will continually be made to accommodate emergency and unprogrammed requirements.

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All adjustments to the schedule must be approved by the Transportation Branch Manager on the advice and recommendation of the Vehicle Maintenance Supervisor/Lead Mechanic.

The Dispatchers will then consolidate a weekly schedule of equipment for preventive maintenance and coordinate with the mechanics to ensure timely access to the required equipment. If the Dispatcher contacts the user and the user twice fails to make a scheduled preventive maintenance appointment, he will notify the Transportation Branch Manager who will report this information to the Head, Logistics and Transportation Management Branch (Code 234).

When delivered for a preventive maintenance appointment, equipment will be replaced with similar equipment, or comparable equipment, should similar equipment be unavailable. This temporary equipment loan will not be made in a situation where the operational tempo is such that spare equipment cannot be provided.

Keys to the equipment turned in for preventive maintenance will be given to the Vehicle Maintenance Supervisor/Lead Mechanic who will assign a mechanic. The mechanic will initiate Form 230-006 depending on the type of maintenance to be performed.

The mechanic will identify all required parts and requisition them from the Lead Mechanic.

The work will be accomplished and the appropriate forms completed. The work order will accurately reflect the work performed, parts used, and labor hours required to complete the task.

Once the required preventive maintenance has been performed and the corresponding paperwork completed, the equipment and forms are sent to the Vehicle Maintenance Supervisor/Lead Mechanic for signing and reviewing.

If a defect is found in the work completed, it is corrected immediately and the appropriate forms are completed.

Once accepted, the work order is submitted to the Parts Clerk. The vehicle is returned the dispatcher. The Parts Clerk will input the data collected on the work order in to the Fleet 2000 system for inclusion in the monthly report.

The keys are given to the appropriate Dispatcher, and the equipment will be returned to service. If the equipment is permanently assigned the Dispatcher/Lead Mechanic will contact the responsible person and arrange for the return of the equipment at the earliest possible time.

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~~18.2 Activating Portable Generators~~

~~Describe steps to do this....~~

19.0 REPAIR

No matter how complete and aggressive a maintenance program may be, equipment occasionally breaks down or is damaged. The section will detail TRAX International Corporation's procedures designed to return equipment to "as good as new" condition.

19.1 Procedures

The Dispatcher will receive complaints on a specific item of equipment from the operator. The Dispatcher or Lead Mechanic will complete a Vehicle Defect List, GSFC 28-1 (Attachment 12). Complaints processed by personnel other than the Lead Mechanic are forwarded to the Vehicle Maintenance Supervisor/Lead Mechanic as applicable.

When equipment can be inducted for repair immediately, the keys and the 28-1 are turned over to the Vehicle Maintenance Supervisor/Lead Mechanic for assignment to mechanics.

If there is a shortage of shop space mechanics, the Vehicle Maintenance Supervisor/Lead Mechanic will determine whether or not the equipment is operable and safe. When the equipment is safe and operable it may be returned to service until the shop is ready to induct the equipment.

In cases where the equipment is either unsafe or inoperable, the equipment will be staged in the "awaiting repair" section of the motor pool, if its mobile equipment. It is inducted to the shop at the earliest possible time.

The Vehicle Maintenance Supervisor/Lead Mechanic will assign a mechanic who will open a Work Order GSFC 230-006 with the Parts Clerk.

If under warranty, the same procedure are followed as stated in section 15.5.

If a case arises where the Lead Mechanic believes costs may exceed \$500, a Parts Estimate for Repairs which Cost \$500 or More form will be completed. The form will be forwarded to Head, Logistics and Transportation Management Branch (Code 234) for approval.

If at any time during the repair procedures, a defect is discovered that is a safety hazard and was not initially reported, the mechanic will immediately notify the Vehicle Maintenance Supervisor/Lead Mechanic. The Lead Mechanic will determine if the added repair will exceed the \$500.00

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limit and, if so, will initiate a cost estimate. If not the over \$500 limit the Lead Mechanic will order the parts.

The mechanic will identify all parts required to complete the repair and will requisition them through the Parts Clerk in accordance with the Parts Room Operations section of this SOP.

If a part must be fabricated/modified and it is not possible to complete the work using in house assets Code 234 will be notified. If in excess of \$500 the same procedures outlined 15.4 will be applied.

The mechanic will perform all tasks in a timely manner and will complete the repairs assigned. He will return any unused parts to the Parts Clerk and will complete the work order form. He includes the work hours required to complete the repair. Work hours include time spent towing equipment to/from warranty vendors, pick up of parts by contractor employees, and road testing, among others.

Once repairs are completed, paperwork and the keys to the equipment are turned over to the Vehicle Maintenance Supervisor/Lead Mechanic to be reviewed and signed.

If a defect is found in the work performed, the defect is corrected immediately, and notations are made on the Work Order.

Once equipment has passed inspection, the paperwork is turned over to the Parts Clerk for data entry into FLEET 2000, and the keys are turned over to the Dispatcher/Lead Mechanic so the equipment can be returned to service. If the equipment is permanently assigned the Dispatcher will contact the responsible person and arrange for the return of the equipment at the earliest possible time.

20.0 ROAD SERVICE CALLS

Equipment often breaks down in locations away from the Equipment Maintenance Facility, and often in a place not conducive to efficient repair. This section spells out TRAX International Corporation's plan to complete these types of jobs in the safest, quickest manner possible.

20.1 Procedures

Service calls will be accepted by the Dispatchers or Vehicle Maintenance Supervisor/Lead Mechanic. If unavailable a Mechanic will receive the call. Calls made to the Dispatchers will be referred to the Vehicle Maintenance Supervisor/Lead Mechanic for processing.

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Each service will be entered on the Standard Work Order Fleet 2000, and will include date and time of call, equipment or tag number, user name and phone number, location and mileage of the equipment, and brief description of the problem(s).

The Mechanic/Lead Mechanic will initiate a Work Order, Form 230-006, and will provide the following information: date and time of call, equipment or tag number, organizational code, location and mileage of the equipment, and a brief description of the problem(s).

The Vehicle Maintenance Supervisor/Lead Mechanic will dispatch a mechanic(s) promptly and adjust shop priorities accordingly.

In order to alleviate multiple trips between the shop and disabled equipment, maximum effort will be taken to determine the type of equipment, supplies, and services required to effectively handle the service call. If the road service is local, mechanics will take a radio, if available, and request additional tools, parts, or personnel as required.

If the equipment can be driven or towed to the Equipment Maintenance Facility, this action will be effected immediately and repairs will then be carried out according to this SOP.

Upon return to the Equipment Maintenance Facility, the responsible mechanic will complete all required paperwork related to the service call and provide the documentation to the Vehicle Maintenance Supervisor/Lead Mechanic.

If additional repair or maintenance work, not associated with the service call, is required on the equipment, the mechanic will record the information at the time he completes the paperwork.

If safe and operable, the equipment may be returned to service, and the Vehicle Maintenance Supervisor/Lead Mechanic will schedule further repairs through the appropriate Dispatcher. If either unsafe or inoperable, the equipment will be inducted for repair under the Repair Section 19 of this SOP.

Maintenance personnel are required to assist any U.S. Government owned automobile within ten miles of the installation. Services will be rendered to the extent that the equipment may return safely to the nearest parent agency motor pool.

21.0 EQUIPMENT WINTERIZATION

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In order to ensure that all equipment functions properly during cold weather, TRAX International Corporation has implemented the following plan.

21.1 Procedures

Between August 1 and November 15 of each year, winterization services will be performed when equipment enters the shop for scheduled maintenance or repairs. Equipment not serviced through scheduled maintenance or repairs will be scheduled for winterization and the service provided not later than November 15 except for snow removal equipment.

Due to the uncertainty of weather conditions during the winter months and our limited amount of snow removal equipment, it is essential that all necessary servicing and/or repairs to this equipment be completed not later than November 1, with the exception of routine scheduled maintenance. The Vehicle Maintenance Supervisor/Lead Mechanic will schedule extensive repairs to snow removal equipment through the maintenance year, to ensure all equipment is functional by the above date.

The Lead Mechanic will procure all necessary supplies such as antifreeze, tires, etc. in order to complete winterization of equipment within the specified time frames.

The Parts Clerk/Lead Mechanic will establish and maintain a record of equipment winterization. At a minimum, data should include equipment tag number or property number, degree of antifreeze protection, date service completed, sticker/tag for vehicles/equipment cooling system protection level, and mechanics initials.

21.2 Tire Policy

In the interest of operating efficiency, all-season radial tires or conventional mud and snow tires will be used on the driving axle(s) of all highway vehicles throughout the year. Retread tires are installed on vehicles used on center.

22.0 EQUIPMENT DE-IDENTIFICATION

When equipment has reached the end of its service life, the government excesses it and turns it over to GSA for public auction.

22.1 Procedures

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Code 235 will notify the Transportation Branch Manager of equipment disposal actions, referred to as excess.

If the equipment is not already located at the Equipment Maintenance Facility, Code 235 will contact the assigned organization to request the equipment be turned in. The Dispatcher will advise the Vehicle Maintenance Supervisor upon its arrival.

The Vehicle Maintenance Supervisor/Lead Mechanic will initiate a Work Order and a De-identification Worksheet, Greenbelt 230-0016 (Attachment 20) and assign mechanic(s) who will de-identify the equipment by cleaning the equipment thoroughly and removing items as prescribed. He will complete all paperwork and return it to the Vehicle Maintenance Supervisor/Lead Mechanic for review and signing. The equipment is staged in the lot behind the Equipment Maintenance Facility.

After final inspection, the Vehicle Maintenance Supervisor/Lead Mechanic will turn the old license plates, and NEMS number tag to the Transportation Branch Manager. The Vehicle Maintenance Supervisor/Lead Mechanic will surrender the credit card and Gasboy key to the Dispatcher for disposition. The Gasboy key will be reprogrammed for future use, and the credit card will be destroyed. The De-identification paperwork will be submitted to the Parts Clerk for data entry in the FLEET 2000 system.

The Transportation Branch Manager will ensure that the license plates are shredded as well as credit cards and route the NEMS Supervisor tag to the Head, Logistics and Transportation Management Branch (Code 234). License plates will be handled in accordance with FPMR 101-38.305-3 Federal Property Management Regulation. The Parts Clerk will maintain a log of all destroyed license plates and credit cards. This record will include the VIN number, license plate number, credit card number, property number, and date destroyed. The license plate destruction record will be logged in the Logistics Information Management System, by the Fleet Manager Code 234.

NASA Goddard Space Flight Center holds a public auction at the premises and the equipment is turned over the new owner when the proper paperwork is presented.

22.2 Fleet Rotation

In an effort to ensure full utilization of each piece of equipment the Transportation Branch Manager will, to the extent practical, institute a policy of fleet rotation. The intent of this is to ensure that vehicles assigned to high mileage duties are swapped with those assigned shorter mileage duties so that vehicles manufactured in the same year receive approximately the same use.

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On a quarterly basis the Transportation Branch Manager will, in conjunction with the Vehicle Maintenance Supervisor/Lead Mechanic and the Dispatchers, review the monthly mileage logs. They will compare mileage of like vehicles from the same procurement year and will note vehicles whose usage is +/- 7,500 miles outside the average. If practical, the Transportation Branch Manager will prepare a memo for Code 234 approval. Following the user's notification by Code 234 the Dispatchers will coordinate the vehicle's rotation.

23.0 PARTS ROOM OPERATIONS

Parts Room operations revolve around four main functions, which supply required items for equipment maintenance and repair. They are: Requisitioning, Vendor Direct Issue Items, Stock Issue Items, and Distribution and Reconciliation.

23.1 Parts Requisition

When a mechanic requires an item to complete a repair or preventive maintenance procedure, he initiates a parts request with the Parts Clerk.

Auto parts are available from two sources, stock room issues and vendor direct issues. High-turnover, low-cost items are stocked in the parts room. They are purchased through GSA and local vendors. Vendor direct issues are items purchased direct from a local vendor on Blanket Purchase Orders. These parts are items that are stocked and direct issues. The vendors, who are approved by the purchasing department as being a low-cost, local source, are listed in the Fleet 2000 system. The use of the vendors is rotated to ensure fair and unbiased utilization. Cost ceilings are placed on total annual purchasing based upon frequency of use and costliness of specific items.

The Parts Clerk checks the Fleet 2000 inventory to ascertain whether or not the part is in stock. If available, the part is issued and the work order annotated to reflect this issue by listing the item nomenclature, quantity, and cost.

If the part is not stocked, the clerk calls the appropriate vendor.

23.2 Vendor Direct Issue Items

When ordering parts from a vendor, an auto parts store is contacted first before an authorized dealer is called as this increases savings to the government.

The Lead Mechanic gives the vendor the following information:

a. Year,

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- b. Make,
- c. Model,
- d. Engine size and type,
- e. Part required; and
- f. Any other pertinent data.

The vendor immediately notifies the clerk whether or not the part is in stock and how long until it can be delivered.

The vendor delivers the item, normally within two hours, and the Parts Clerk, (only in absence of Parts Clerk, a mechanic) reviews the order information, compares it to the item being delivered, and the corresponding invoice and, if all match, accepts the part. If the item is not correct, it is returned and the correct item delivered. The Parts Clerk enters the invoice into the Fleet 2000 system and Blanket Purchase Accounts (BPA) file.

In the event of the Parts Clerk's absence the following people may receipt for parts (in order of preference):

- a. Designated Mechanics
- b. Dispatcher
- c. Transportation Branch Manager

After receipt the Parts Clerk may issue the part to the mechanic. If the Mechanics, Dispatchers, Transportation Branch Manager accepts parts, they must be turned over to the Parts Clerk to check and ensure that the correct part was delivered.

The part is issued to the mechanic and the invoice is placed in the suspense file until the end of the day when it is coded and entered into the FLEET 2000 system for accountability and processed for accounts payable.

Occasionally an item may be required which is not available from stock or from a vendor with whom TRAX International Corporation has a Blanket Purchase Agreement (BPA). In these cases the Parts Clerk will complete a purchase request and forward it to purchasing. When the part arrives it is then treated as any other vendor direct purchase.

23.3 Stock Issue Items

If the part is stocked then it is issued when requested by a mechanic.

The data collected during the work and listed on the work order is entered into the Fleet 2000 system. Fleet 2000 adjusts the inventory

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automatically. A report is generated weekly, which lists items that have dropped below their reorder point.

The Parts Clerk replenished the stock levels when needed.

23.4 Distribution/Reconciliation

Once the item is issued or stocked, the invoice is logged on a vendor sheet and filed for biweekly processing for accounts payable reconciliation against the vendor's monthly statement. Copies are kept in the parts room for 2 years.

23.5 Parts Room Policy

This section of the SOP will address general policies involving the parts room.

Stocked items are shelved according to the stock location given in the Fleet 2000 system.

Stock levels and reorder points may be adjusted upon the discretion of the Parts Clerk. They are reviewed as required.

Items that are subject to deterioration will be stocked in quantities small enough to ensure turnover prior to expiration of shelf life.

Inventories of Parts Room items will be conducted in the following cycle: one bi-annual random sample inventories, and one yearly inventory. These inventories will be conducted and submitted to the Transportation Branch Manager/Deputy Program Manager.

23.6 Special Tools

Additionally, the Parts Clerk is responsible for maintenance and inventory of special tools. Special tools will be hung on assigned spaces on the wall or stored in assigned bins on the shelves in a manner that allows for easy visual inventory. A visual inventory will be conducted bi-weekly. An annual inventory is conducted. Special care will be taken to ensure equipment is in good working order. If it is not, or any time equipment is found to be defective, the Parts Clerk will immediately notify the Transportation Branch Manager who will recommend to Code 234 to either replace or repair the item. The Transportation Branch Manager will be notified immediately upon the loss or damage of any special tool.

24.0 TRUCK INSPECTIONS AT GSFC

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The movement of spacecraft and/or related hardware requires the inspection of a commercial carrier's equipment.

24.1 Notification

The Traffic Management Specialist will notify the Vehicle Maintenance Supervisor that a movement is scheduled and the time the commercial truck should arrive for inspection (with 24 hours notice). The Vehicle Maintenance Supervisor will immediately inform the Traffic Management Specialist of the inspection results.

24.2 Inspection

The inspection will be conducted using the Truck Inspection Checklist (attachment 24). The original checklist will be filed in the parts room and Lead Mechanics office.

24.3 Customer Notification

A copy of the completed Truck Inspection Checklist will be given to the commercial driver to be made available to the project moving the hardware.

25.0 STORM WATER POLLUTION PREVENTION AND SPILL RESPONSE

As described in section 2.3.2 of the GSFC Storm Water Pollution Prevention Plan of December 2001, there are not potentially polluting materials stored outside and exposed to rainfall and runoff, the GasBoy fueling station poses a moderate to high risk of pollution of waters to the state and that large vehicles parked outside requiring maintenance may leak grease and oil onto the pavement.

In order to minimize the risk of runoff of oil or gasoline into State waters, the GSFC Standard Operating Procedures included in Attachments 2, 3 and 4 will be observed during gasoline and oil tank filling operations (Attachment 2), maintenance (Attachment 3) and spill response (Attachment 4).

A GSFC Emergency Spill Kit as described in the Supplies Attachment 4 will be stored in Building 27 for oil spill countermeasures and all Garage maintenance personnel will be trained in the spill response measures specified in the Procedures of Attachment 4.

26.0 Hazardous Waste Satellite Accumulation Area Operations

Normal vehicle maintenance operations generate small amounts of hazardous waste that must be disposed through recycling or by following the

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requirements of Section 2.4 of GPR 8500.3. Typical hazardous wastes generated by the garage consist of:

Disposal

Waste Fuel Filters
Empty Brake Cleaner Cans
Empty Solvent & Paint Cans
Waste Oil Filters

Recycling

Spent Solvents
Spent Wet Cell Batteries
Spent Solvent Wipes
Antifreeze
Waste Oil

Up to 45 gallons of hazardous materials that cannot be recycled may be stored in a designated Satellite Accumulation Area (SAA) for no more than 90 days pending pickup the Goddard hazardous waste disposal contractor.

The Code 234 Transportation Management Specialist is the Point of Contact (POC) for the garage SAA. The Code 239 Transportation Branch Manager is the secondary POC. The POC is responsible for managing SAA operations and conducting/documenting required inspections in accordance with GPG 8500.3 Waste Management. Specific duties include:

Responsibility	GPG 8500.3 Reference
Read and maintain a ready copy of GPG 8500.3. Ensure that the SAA itself meets requirements in GPG 8500.3. Ensure careful housekeeping. Maintain an MSDS file for hazardous wastes	<u>2.4.3, 2.4.3.10</u>
Ensuring 45 gal limit is not exceeded	<u>2.4.3.1</u>
Ensuring proper containers are used for hazardous waste and that a secondary containment is provided for liquid hazardous waste	<u>2.4.3.2, 2.4.3.5</u>
Ensuring hazardous waste containers are properly labeled	<u>2.4.3.3</u>
Ensuring hazardous waste storage requirements are met and that supplies and emergency equipment are available on site	<u>2.4.3.4, 2.4.3.9, 2.4.3.11</u>
Posting appropriate signage	<u>2.4.3.6</u>
Conducting and documenting required monthly inspections. Inspections shall be documented using GSFC Form 23-63	<u>2.4.3.7</u>
Ensuring the safe transfer and handling of hazardous waste	<u>2.4.5</u>
Following correct hazardous waste disposal procedures and preparing a hazardous waste	<u>2.4.6.1</u>

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Responsibility	GPG 8500.3 Reference
disposal inventory using GSFC Form 23-54 prior to pickup	

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Attachment 1

VEHICLE CLEANING AND WASHING

A. Vehicle Operations.

The Contractor will insure that trash is removed from all motor pool vehicles upon return from TDY travel. The contractor will schedule, wash, vacuum, observe tires for low pressure, and body damage for the above vehicles at least every two weeks.

B. Vehicles designed to support a special Center function or event. (i.e., Presidents Quality Award, dignitary visits, special tours, etc.)

Upon request from user organization and delivery of the vehicle/s to the dispatcher, the vehicle/s will be washed and vacuumed prior to the specified function or event.

C. Permanently assigned vehicles.

User organization will be aware that the car wash facility is available for their use to clean and vacuum their assigned vehicles.

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ATTACHMENT 2

NOTE: THIS SOP HAS BEEN EDITED TO APPLY TO CODE 230 OPERATIONS ONLY

STANDARD OPERATING PROCEDURE EB/1 REFUELING OIL STORAGE TANKS

PURPOSE

This SOP addresses refueling aboveground storage tanks (ASTs), underground storage tanks (USTs) and portable generators in order to comply with GSFC's Oil Operations Permit No. 94-OP-0698 and Federal and State regulations.

APPLICABILITY

This SOP focuses on the Main Campus Tank Farm, the East Campus Tank Farm, other aboveground storage tanks, and the underground storage tank at Building 27. (Note: For Code 230, the procedures apply to AST27-2 above ground Diesel Fuel Storage Tank, and UST27-1 underground Gasoline Fuel Storage Tank)

TOOLS/SUPPLIES

- Sorbents (Vermiculite, Fybersorb, clay, sorbent snakes, pads, booms, mats, Drip pans, etc.)

FORMS

- Shipping papers (provided by driver; Code 239 retains a copy for records)
- Other AST refueling logbooks (located with user/owner)

PREPARATION

1. Before filling the UST at Building 27, the following steps must be taken by the operator of the fueling truck and be supervised by the GSFC user/owner:

- a. Ensure that spill response materials, such as sorbents and absorbent pads, are available.
- b. Manually gauge storage tank to verify space for the amount of product to be delivered.
Record gauge on shipping papers.
- c. Connect grounding cable.
- d. Connect vapor recovery hose.
- e. Connect product hose.
- f. Ensure vehicle compartment and receiving tank contain the same product.

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2. Before refueling aboveground storage tanks, the following steps must be taken by the GSFC user/owner:
- Manually gauge storage tank to verify space for the amount of product to be delivered. Record gauge in refueling logbook.
 - Ensure that spill response materials, such as sorbents and absorbent pads, are available.
 - Ask the driver where the shut-off valves and the emergency operating mechanism for the discharge control valves are located on the oil vehicle.
 - If applicable, verify that the emergency containment valve in the storage tanks area is closed.
 - Close the storm drain valve. The East Campus storm drain valve is located in the oil refueling containment area. The Main Campus storm drain valve is located near the cooling tower steps. Place drip pans under all hose connections of the fueling vehicle in the loading area.

The emergency containment valve for the storage tanks shall remain closed at all times except during drainage of the stormwater. The storm drain valve located adjacent to the containment area for the East Campus will remain open to allow rainwater to flow freely to the storm drain system from the loading area; the valve shall only be closed when fueling.

- If applicable, verify that the oil storage tanks audible alarm system is functional.

PROCEDURES

- To refuel the underground storage tank, the following steps must then be taken by the operator of the fueling truck and supervised by a GSFC employee:
 - Open the internal safety valve compartment for the compartment that is connected by hose to the tank. All other valves shall remain in the closed position.
 - Slowly open the discharge valve to begin filling tank. Discontinue transfer if any leaks or drips are found.
 - Ensure that the driver remains at the discharge valves (within 25 feet during) transfer with an unobstructed view of the delivery operation per DOT regulations. Observe delivery operations at all times.
 - Ensure that the unloading area is not left unattended while any hose is connected to the vehicle or receiving tank.
 - When transfer is complete, close the internal safety valve and discharge valve before removing the product hoses.
 - After product hose is drained, disconnect it from the delivery vehicle and drain any residual product into the tank lifting the hose walking it toward the underground tank connection.
 - Disconnect hose and fitting from tank and store on delivery vehicle.
 - Gauge tank to verify product amount delivered and record on shipping papers.
 - Replace all product and vapor recovery cap.
- To refuel the ASTs:
 - Record in the appropriate *Refueling logbook*:
 - Date
 - Ticket #
 - Counter number (beginning and end)
 - Gallons listed on ticket

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- Tank #
- Name of the GSFC operator supervising the refueling process

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ATTACHMENT 3

(NOTE: THIS SOP HAS BEEN EDITED TO APPLY TO CODE 230 OPERATIONS ONLY)

STANDARD OPERATING PROCEDURE EB/3 MAINTENANCE/INSPECTION OF OIL STORAGE SYSTEMS

PURPOSE

This SOP encompasses maintenance of the oil storage systems in order to comply with GSFC's Oil Operations Permit No. 94-OP-0698 and Federal and State regulations.

APPLICABILITY

This SOP applies to all oil storage systems at GSFC. The user is responsible for routine inspections and maintenance. The Safety and Environmental Branch may also inspect oil storage systems as a function of various periodic audits and assessments; this SOP does not apply to these inspections. **(NOTE: THIS SOP APPLIES SPECIFICALLY TO AST27-1 MOTOR OIL STORAGE TANK, AST27-2 DIESEL FUEL STORAGE TANK AND AST27-3 WASTE OIL TANK)**

FORMS

- Maintenance/Inspection Logbook
- Maintenance/Inspection Checklist

PREPARATION

None

PROCEDURE

1. The user shall visually inspect aboveground storage tanks at least once a month:
 - Tank and support structure condition
 - Valve condition
 - Piping condition
 - Berm condition
 - Vent and fill condition
2. Log each inspection in the Maintenance/Inspection Logbook.
3. For any maintenance problems cited during a monthly inspection, note in the Maintenance/Inspection Logbook:
 - Name of the operator performing the inspection
 - Date of inspection
 - Type of maintenance problem
 - Corrective action taken to solve the maintenance problem
 - Date of completed discrepancies and corrective actions

In addition, notify the environmental staff of any maintenance problem and fine its subsequent solution.

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4. If any spills or sheens are observed, follow the procedures described in SOP EB/4, Oil and Hazardous Waste Release Notification. Note in the Maintenance/Inspection Log:

- Occurrence of the leak
- Corrective action taken to stop the leak, and
- Date the corrective action was taken

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Attachment 4

(NOTE: THIS SOP HAS BEEN EDITED TO APPLY TO CODE 230 OPERATIONS ONLY)
STANDARD OPERATING PROCEDURE EB/4

OIL AND HAZARDOUS WASTE RELEASE NOTIFICATION

PURPOSE

The purpose of this SOP is to define the notifications to be made in the event of an oil release, hazardous waste release (including a release to the air), or a fire/explosion at the hazardous waste accumulation area. The notifications depend on the magnitude of the incident and the time during which it occurs. In general, the Goddard Emergency Response Team (GERT) is to be notified when an incident is out of control, as defined below, or beyond the resources or training of the user. For the purpose of this SOP, an oil or hazardous waste spill is considered to be controlled if it is very unlikely to migrate and has not entered waters of the State (i.e., a sanitary sewer, storm drain, pond, stream, or the soil) and does not present an imminent threat to people or facilities.

APPLICABILITY

This SOP applies to an oil/hazardous waste release on/from GSFC property or a fire/explosion at the GSFC hazardous waste accumulation area (Building 27A).

FORMS

- MDE Oil Spill Telephone Notification Report
- MDE Oil Spill Incident Report
- WSSC Oil Spill Incident Report

PROCEDURE

1. Witness (User)

See Figure EB/4-1, Witness Emergency Notification, for a graphical decision tree.

A. Oil Spill

1. If the oil spill is NOT controlled (or any spill not during working hours), contact the Emergency Console (x112) immediately and provide the following information:
 - Name and code of reporting party;
 - Type/name of material spilled;
 - Location of spill;
 - Cause of spill;

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- Estimated quantity and flow rate of spill; and
- Time of spill.

2. If the oil spill is controlled (and during working hours), notify the Environmental Staff as soon as possible and provide the above information.

B. Hazardous Waste Spill

1. If the spill is NOT controlled (or any spill not during working hours), then contact the Emergency Console (x112) immediately.

2. If the spill is controlled and DOES NOT pose a hazard to personnel, facility, or the environment; then notify the Environmental Staff as soon as possible.

C. Fire/Explosion

1. For any fire/explosion incident, whether under control or not, immediately contact the Emergency Console (x112).

2. If trained in the use of portable fire extinguishers, an attempt to suppress the fire may be made if the fire is small enough.

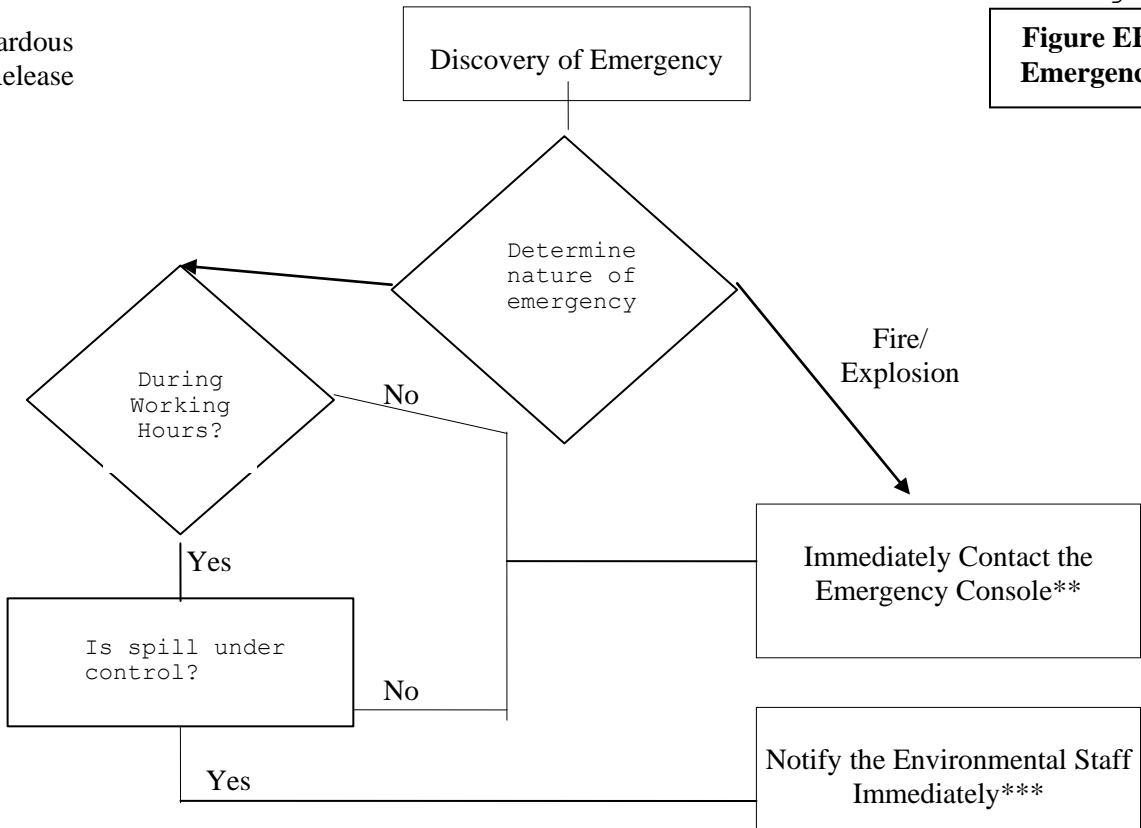
3. If, after one extinguisher is emptied, an attempt to control a fire is unsuccessful, abandon the attempt and proceed to a safe location.

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Oil/Hazardous
Waste Release

Figure EB/4-1: Witness
Emergency Notification



For any spill notification, the reporting party shall provide the following information:

- Name and code of reporting party;
- Type/name of material spilled;
- Location of spill;
- Cause of spill;
- Estimated quantity and flow rate of spill; and
- Time of spill.

* An oil or hazardous waste spill is considered to be controlled if it is very unlikely to migrate and has not entered waters of the State (e.g., a sanitary sewer, storm drain, pond, stream, or the soil) and does not present an imminent threat to people or facilities.

** For the Emergency Console, dial:
112 (from GSFC phones)
(301) 286-8080 (from off-Center and other phones)

*** For the Environmental Staff:
Oil: Telephone: 286-4613, Radio Page: Environmental-2
Hazardous Waste: Telephone 286-0509, Radio Page: Environmental-5

PC
1.

- A. Emergency Console 112 (from GSFC phones) (301) 286-8080
- B. Security Officer in Charge 286-8661 24/7 response number.

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C. Safety Staff

Member	Center Phone	After Hours Phone	Radio Page
Phillip Nessler	286-4693	286-8080	Safety-6

D. Environmental Staff

Member	Center Phone	After Hours Phone	Radio Page
Lixa Rodriguez (Oil Spill Coord.)	286-4613	911	Environmental-2
Phillina Peete- Tookes (Hazardous Waste)	286-0509	911	Environmental-5

E. Public Affairs

Member	Center Phone	Pager	Radio Page
Mark Hess	286-6255	Cell: 301 332 9374	N/A

2. Off-Site Phone Numbers

The following external agencies shall only be contacted as described in the Procedures section, above.

Organization	Telephone Number
Maryland Department of the Environment (MDE) Response Program (oil, hazardous waste, air) Fish Kill and Algae Bloom Reporting	(866) 633 4686
National Response Center	(800) 424-8802
Washington Suburban Sanitary Commission trouble desk (spills to sanitary sewer only)	(301) 699-4555
Prince George's County Fire Department	911
Prince George's County Police Department	911
U.S. EPA Region III	(800) 438-2474
U.S. Coast Guard	(202) 267-2675

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ATTACHMENT 5

(NOTE: THIS SOP HAS BEEN EDITED TO APPLY TO CODE 230 OPERATIONS ONLY)

STANDARD OPERATING PROCEDURE EB/5

CONTAINMENT OF OIL TANK RELEASES

PURPOSE

This SOP applies to the containment of oil tank releases on GSFC in order to comply with GSFC's Oil Operations Permit No. 94-OP-0698 and Federal and State regulations. This SOP establishes tank-specific spill containment procedures to be executed by qualified personnel.

APPLICABILITY

An oil release is considered to be contained if its migration is halted, by physical barrier, whether it is contained at the point of release (i.e., localized) or the perimeter of GSFC property. This SOP addresses uncontained oil releases. (NOTE: THIS SOP APPLIES SPECIFICALLY TO AST27-1 MOTOR OIL STORAGE TANK, AST27-2 DIESEL FUEL STORAGE TANK, AST27-3 WASTE OIL TANK AND UST27-1 UNDERGROUND GASOLINE STORAGE TANK)

SUPPLIES

- GSFC Emergency Spill Kit:
 - (4) 1 lb. of sorbent pulp
 - (2) 3" x 48" sorbent snakes
 - (40) 18" x 18" double weight sorbent mats
 - (More sorbent material, if necessary)

FORMS

See SOP EB/4, Oil Release Notification, for the forms required for notification.

PREPARATION

1. The GSFC Emergency Spill Kit must be present in an easily accessible area at all times.
2. All operators shall be aware of the location of the GSFC Emergency Spill Kit.
3. Collecting agents, dispersants, and sinking agents shall not be used unless previously authorized by the Safety and Environmental Branch.

PROCEDURE

1. The general strategy for containing an oil release that is localized and has not spread into the storm water system, surface water, or other State waterway is as follows:
 - a. Place sorbent booms around the perimeter of the spillage so that it is completely encircled with no gaps between the booms. Ensure that the volume contained by the sorbent booms is adequate to contain the entire potential release (should the release still be occurring at the time of

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containment) and the addition of other sorbents (e.g., vermiculite, sorbent pillows). Stop the release, if possible.

- b. Protect target storm drains and other surface water outside of the contained area with the appropriate spill equipment (e.g., mats, sorbent booms).
- c. If the spill has occurred at or near an aboveground oil storage tank, also implement the tank-specific procedures in Table EB/6-1.

Table EB/5-1: Tank-Specific Spill Containment Procedures

Tank #	Containment Procedure
AST27-1	This tank is in a small room with some secondary containment; the room has a sump pump activated with a float switch. In the event of a spill, ensure that the sump pump is deactivated and place a sorbent boom outside to room entrance. If the pump has released the oil, place a sorbent boom at the outfall.
AST27-2	Spills shall be contained by placing sorbent booms/pillows in the drainage ditch at the bottom of the slope.
AST27-3	Spills shall be contained by placing a long sorbent boom at the leading edge of the spill which will sheetflow to the east.

2. Upon arrival to the scene, if the release has spread into the storm water system, surface water, or other State waterway; proceed as follows (in addition to the above tank-specific spill containment procedures).
 - a. GSFC can be divided into 16 drainage watersheds. Determine the watershed outfall using the Storm Water Schematic and Map 5: Approximate Boundaries of Drainage Subareas and Points of Discharge Off NASA Property, found in Appendix A (*of the NASA GSFC Integrated Contingency Plan - from which this SOP was extracted*)
 - b. Proceed to the most reasonable destination that is downstream of the release front (refer to the Location-Based Response, above).
 - c. Place sorbent booms, as noted below, to protect the potential destination (e.g., collection pond, outfall to areas beyond GSFC).
 - d. Follow the water flow upstream and place sorbent booms at accessible areas (e.g., open channels, manholes) until the release front is met.

In the case that additional spill equipment is required, the Logistics Management Division, through the Emergency Management Plan, is capable of emergency procurements for additional services, equipment, and supplies. Table EB/5-2 list vendors and stock numbers for typical spill equipment.

3. Once the release is satisfactorily contained, refer to SOP EB/6, Removal or Oil Spill or Sheen, for further actions. Also, refer to SOP EB/4, Oil Release Notification, to ensure that the proper authorities have been notified (particularly, if the release has spread into State waterways).

Table EB/5-2: Spill Equipment Vendors and Stock Numbers

	Stock Numbers	
	Lab Safety Supply, Inc.	New Pig Corporation
Oil Spill Equipment		
Loose Absorbent	YW-2950	PLP201
Absorbent Pads	YW-11473	PIL203

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Oil Absorbent Booms	YW-11472	BOM304
Hazardous Waste Spill Equipment		
Loose Absorbent		PLP201
Absorbent Pads		MAT309
Acid Neutralizer	YW-14631	
Caustic Neutralizer	YW-14632	
Formaldehyde Polymerizer	YW-14634	
Solvent Adsorbent	YW-14633	
Mercury Spill Kit	YW-23946	
Absorbent Booms		HA2010
Generic Spill Equipment		
Non-Absorbent Dikes	YW-26042	PLR204
Drain Blockers	YW-21069	PRL203
Drum Repair Putty		PTY201

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ATTACHMENT 6

GODDARD SPACE FLIGHT CENTER TRANSPORTATION PICKUP TICKET

CONTRACT OR PURCHASE NO:		CALL NUMBER	
		S-	
I ITEMS			
II PICKUP			
FROM	DATE	BLDG	
	ROOM	EXT	
III DELIVERY			
DELIVER TO	DATE	BLDG	
	ROOM	EXT	
IV REQUEST			
REQUEST FOR PICKUP RECEIVED FROM (NAME & EXT)			
REMARKS			
DISPATCHER'S INITIALS			

230-6 (10/63)

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ATTACHMENT 7

GODDARD SPACE FLIGHT CENTER AUDITORIUM AND CONFERENCE ROOM SCHEDULING				
INSTRUCTIONS: IF FURNITURE, EQUIPMENT, OR ROOM ARRANGEMENT SERVICES ARE REQUIRED, COMPLETE THIS FORM AND SEND APPROPRIATE COPIES TO THE TRANSPORTATION BRANCH AND THE PRESENTATION SECTION (AUDIO/VISUAL GROUP) (See GN 1542).				
1. NAME OF REQUESTER	2. CODE NO.	3. EXTENSION	4. DATE	5. AUDITORIUM OR CONF. RM. ASSIGNED
6. DATE(S) CONFERENCE SCHEDULED			7. TIME	
			FROM _____ TO _____	
PART I FURNITURE AND ROOM ARRANGEMENT (LIST ITEMS AND MAKE SKETCH)				
NOTE: CANCELLATION SHOULD BE REPORTED IMMEDIATELY TO THE PRESENTATION SECTION (AUDIO/VISUAL GROUP) AND THE TRANSPORTATION BRANCH, (IF APPLICABLE).				
PART II EQUIPMENT (CHECK ITEMS REQUIRED)				
<input type="checkbox"/> TAPE RECORDER <input type="checkbox"/> SLIDE PROJECTOR (2X2-3 1/4 X 4) <input type="checkbox"/> OVERHEAD PROJECTOR <input type="checkbox"/> OPAQUE PROJECTOR	<input type="checkbox"/> SCREEN <input type="checkbox"/> LECTERN <input type="checkbox"/> ELECTRIC POINTER	<input type="checkbox"/> 16 MM MOTION ANALYSIS PROJECTOR <input type="checkbox"/> CCTV PICKUP, RECEPTION, & TAPING <input type="checkbox"/> 16 MM MOVIE PROJECTOR <input type="checkbox"/> PUBLIC ADDRESS SYSTEM		
OTHER _____ _____ _____				

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ATTACHMENT 8

GODDARD SPACE FLIGHT CENTER															
VEHICLE TRIP LOG															
Date of Request :								Requester:							
Phone:								Code:							
Type of Service: L								Passengers:							
Destination:															
Date Required:								Time Required:							
Vehicle Category:								Vehicle No:							
Dispatcher:															
Dispatch Date/Time:								Miles Out:							
Return Date/Time:															
Write in mileage upon return --> --> --> Miles In:															
Remarks: RTN DATE- -LIC- ACCESS CODE FOR GAS CARD-803001 LOCAL OR TRAVEL															
INSTRUCTIONS: Indicate any mechanical defects above. Indicate mileage on all credit card purchases. Check all supplies and services purchased for price, etc. Return credit card receipts, auto keys, and Vehicle Trip Log to the dispatcher.															

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ATTACHMENT 9

ASSIGNED VEHICLE CHANGE

CIRCLE ONE: A: VEHICLE # CHANGE

B: PERM ASSIGNED CHANGE

A: OLD VEHICLE # _____ NEW VEHICLE # _____

B: OLD NEW

PERM LOCATION CODE _____

DATE ASSIGNED _____

CONTACT _____

TELEPHONE _____

LOCATION _____

CONTRACTOR _____

CONTRACT # _____

DATE OF CHANGE _____


SUBMITTED BY _____

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ATTACHMENT 10

 National Aeronautics and Space Administration		Travel Request and Authorization		DATE	AUTHORIZATION NUMBER
				PREPARED BY	
<small>CONDITION: The travel and transportation authorized are in the interest and to the advantage of the Government, and are not made primarily for the convenience or benefit of the employee or at their request. Expenses may be incurred in accordance with applicable laws, NASA Travel Regulations, and the Joint Travel Regulations, where applicable.</small>					
1. TRAVELER (Name and Title)			2. EMPLOYEE NO.	3. OFFICE PHONE	
4. OFFICIAL STATION (Name, City, State)			5. MAIL CODE		
6. TYPE OF TRAVEL <input type="checkbox"/> a. SINGLE TRIP <input type="checkbox"/> b. UNLIMITED OPEN AUTHORIZATION <input type="checkbox"/> c. LIMITED OPEN AUTHORIZATION <input type="checkbox"/> d. AMENDMENT/EXTENSION			7. TRAVEL PERIOD (Dates on or about) <input type="checkbox"/> e. EXTENDED TDY <input type="checkbox"/> f. INVITATIONAL EXTENDED TDY <input type="checkbox"/> g. REIMBURSABLE TRAVEL		
8. ITINERARY			9. TRAVEL ADVANCE <input type="checkbox"/> YES <input type="checkbox"/> NO		10. AMOUNT (if yes)
10. PURPOSE OF TRAVEL			11. GOVERNMENT ISSUED CHARGE CARD <input type="checkbox"/> YES <input type="checkbox"/> NO		
12. PER DIEM	DESCRIPTION		(1) LODGING	(2) M&IE	(3) PER DIEM
	<input type="checkbox"/> a. LODGING PLUS				
	<input type="checkbox"/> b. ACTUAL EXPENSES				(NTE)
	<input type="checkbox"/> c. FLAT RATE (Extended TDY)		<input type="checkbox"/> d. NOT AUTHORIZED		
		<input type="checkbox"/> e. ALLOWANCE PAID TO MILITARY UNDER JOINT TRAVEL REGULATIONS, VOL. 2		<input type="checkbox"/> f. CONFERENCE LODGING ALLOWANCE	
13. MODE OF TRANSPORTATION AUTHORIZED					
a. COMMON CARRIER <input type="checkbox"/> (1) AIR <input type="checkbox"/> (2) RAIL <input type="checkbox"/> (3) BUS <input type="checkbox"/> (4) _____		b. CONTRACT AIR <input type="checkbox"/> (1) AVAILABLE <input type="checkbox"/> (2) NOT AVAILABLE <input type="checkbox"/> (3) UTILIZED <input type="checkbox"/> (4) NOT UTILIZED (Justify in item 16 below)		c. GOVT-OWNED CONVEYANCE <input type="checkbox"/> (1) AUTO <input type="checkbox"/> (2) AIR <input type="checkbox"/> (3) _____	
d. PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> (1) DETERMINED ADVANTAGEOUS TO THE GOVERNMENT AT THE RATE OF \$0 _____ PER MILE, PLUS FERRY FARES, PARKING FEES, BRIDGE, ROAD, AND TUNNEL FARES. <input type="checkbox"/> (2) PERSONAL PREFERENCE RATE AT \$0 _____ PER MILE (Reimbursement rate not to exceed cost of preferred mode)					
14. OTHER AUTHORIZATIONS <input type="checkbox"/> a. RENTAL CAR <input type="checkbox"/> b. OFFICIAL TELEPHONE CALLS <input type="checkbox"/> c. ANNUAL LEAVE (Number of Days) _____ <input type="checkbox"/> d. REGISTRATION FEE (If meals are included, specify in item 15)					
15. ADDITIONAL INFORMATION AND AUTHORIZATIONS					
16. REQUESTING OFFICIAL	a. TYPED NAME AND TITLE		b. SIGNATURE		c. DATE
17. AUTHORIZING OFFICIAL	a. TYPED NAME AND TITLE		b. SIGNATURE		c. DATE
18. ACCOUNTING RECORD					
ESTIMATED COST			h. ACCOUNTING AND APPROPRIATION DATA		
DESCRIPTION			AMOUNT		
a. TRANSPORTATION					
b. PER DIEM					
c. RENTAL CAR					
d. MILEAGE/PARKING/TAXI					
e. REGISTRATION FEE					
f. MISCELLANEOUS					
g. TOTAL					
			i. CERTIFICATION OF FUND AVAILABILITY (Signature and Date)		

NASA FORM 372 AUG 2000 PREVIOUS EDITION MAY BE USED.

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ATTACHMENT 11

[illegible]

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GODDARD SPACE FLIGHT CENTER VEHICLE DEFECT LIST		VEHICLE NO. <div></div>
USE ONLY IF DEFECT IS NOTED		
DEFECT	DETAILS OF DEFECT	
CLEANLINESS		
PERFORMANCE OF ENGINE		
BRAKES		
STEERING		
LIGHTS		
SEAT BELTS		
TIRES		
WIPERS		
HEATER		
EXHAUST FUMES		
DETAILS OF OTHER DEFECTS NOTED		
Signature	Date	
FOR USE BY TRANSPORTATION PERSONNEL ONLY		
Defect Noted By:		
Date:		
Corrective Action		
COMPLETION - DATE	TIME	
INSPECTION		

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APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

ATTACHMENT 14

CUSTOMER / MOVE INFORMATION				FUNDING INFORMATION				OFFICE USE ONLY	
MOVE COORDINATOR NAME		CODE	PHONE	COST CENTER (ORG)		DATE RECEIVED		DATE RECEIVED	
CUSTOMER NAME		CODE	PHONE	WBS STRUCTURE (DPN)		DATE SCHEDULED		DATE SCHEDULED	
COORDINATOR CODE		CUSTOMER CODE	MOVE DATE REQUESTED	INTERNAL ORDER (NASA Function Code)		FAXED TO VENDOR		FAXED TO VENDOR	
				SAP OBJECT CLASS		MOVE NUMBER		MOVE NUMBER	
				FUND (FUND SOURCE + PY)		ESTIMATED COST		ESTIMATED COST	
						ACTUAL COST		ACTUAL COST	
NUMBER OF CUSTOMERS MOVED THIS SHEET									
FROM		TO		FURNITURE AND EQUIPMENT ITEMIZED				REMARKS: SPECIAL HANDLING	
BLDG.	ROOM	BLDG.	ROOM	** annotate any single item valued \$5000 or more **				(DIMENSION/WEIGHT FOR UNUSUAL ITEMS)	
				SYSTEMS					
				MODULAR					
				OTHER					
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				OTHER					

DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE:
EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 15

NEW VEHICLE/EQUIPMENT SERVICE WORKSHEET

A. Record as Follows:

1. Engine Serial No. _____ Tag/I.D. No. _____
2. Transmission Serial No. _____
3. Axle Serial No. _____
 Front _____
 Rear _____
4. Engine Accessory Drive Belts (Description/Part No.) _____

B. Vehicle/Equipment Service Check:

	OK?	
	Yes	No
1. Leakage-Lubricants/Coolant		
2. Engine Oil Level		
3. Engine Coolant Level		
a. Antifreeze Protection _____ °F		
4. Check Lubricant Levels:		
a. Differential(s)		
b. Transmission		
c. Manual Steering Gear		
d. Power Steering		
e. Brake Fluid		
f. Hydraulic Reservoir		
g. Auxiliary Equipment Gear Box(es)		
h. Transfer Case		
5. Battery-Connections		
-Charge Indicator		
6. Engine Accessory Drive Belts		
-Correct Tension		
7. Air Filter Condition		

	OK?	
	Yes	No
8. Lights-Operation		
9. Horn(s)-Warning Devices		
10. Windshield Wipers/Washer		
a. Washer Level		
11. Instrument/Gauge Operation		
12. Emission Control System		
13. Spare Tire, Jack, Lug Wrench		
14. Tire Pressure (All)		
15. Wheel Bearing Play		
16. Wheel Lug Nut Torque		
17. Auxiliary/Optional Equipment Operation		
a. Air Conditioning System		
b.		
c.		
d.		
e.		
18. Road Test		

C. Perform/Install/Apply:

	Complete
1. Make & Install Key Tag	
2. Lubricate Chassis	
3. Install Flare Kit	
4. Install Instrument Panel Decals (Per Specification*)	
5. Install/Apply Logos/I.D. Decals -as directed	
6. Accident Report Package	
7. Install License Plates	
8. Remove Mfrs. Window Decals	

Technician Remarks: _____

Technician Signature Date

230-008 (7/87)

* Air conditioning and seat belt decals to be affixed to dashboard area in a location easily seen by the operator.

DIRECTIVE NO. 230-SOP-6700.11L

EFFECTIVE DATE: _____

EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**

NAME: Thomas A. Weisz

TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 16

Page 1 of 2



GODDARD SPACE FLIGHT CENTER MAINTENANCE WORK ORDER

Date: _____

RO # _____

Counter _____

TAG or GSFC #	Vehicle/Equipment Description	Mileage/Hours

Scheduled	PM Schedule	Inspection	Drive- In	Road Call	Accident	Warranty	Department	Rework

Condition codes: (1) Unused-good (4) Used-good (7) Repairs required-good (S) Scrap

Description of Work:

Work Performed:

Comments:

230-006

DIRECTIVE NO. 230-SOP-6700.11L

EFFECTIVE DATE: _____

EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**

NAME: Thomas A. Weisz

TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 16

Pg 2 of 2

SUMMARY OF PARTS/LABOR/LUBRICANTS

Work Order Status: _____ Completed _____ ASAP _____ Next PM

_____ Waiting Parts _____ Waiting Labor _____ Waiting Vendor

Job Code	QTY	Part Description	Stock#	Price	Mechanic	Hours

Lubricants	Qty	Price
ATF (Qts)		
Oil (Qts)		
Gear Oil (Pts)		
Grease (Lbs)		
Chassis Lube		

\$ _____ (Total Cost)

Totals	Price
Commercial	
Antifreeze	
Parts	
Labor	
Other	

Authorized Signature _____

DIRECTIVE NO. 230-SOP-6700.11L

EFFECTIVE DATE: _____

EXPIRATION DATE: January 31, 2010

APPROVED BY Signature _____ **DRAFT**

NAME: Thomas A. Weisz

TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 17

EQUIPMENT DATA CARD

NA NUMBER		GSFC NUMBER
MAKE		Special Equipment on Vehicle When Acquired:
MODEL		
YEAR		
DATE ACQUIRED		
COST		
SERIAL NO.		Special Equipment Removed and Reason – Disposition:
ENG. SERIAL NO.		
MOTOR – CU. INCH		
NO. OF CYL.		
G.V.W. - RATING		
TIRE SIZE		Modification and Date:
WHEEL BASE		
STEERING - TYPE		
BRAKES - TYPE		Date Taken Out of Service:
TRANS - TYPE		Tag Change and Reason:
AIR CONDITIONING	YES _____ NO _____	
REMARKS:		

230-135 (rev. 2/01)

DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE:
EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 18

B - PREVENTIVE MAINTENANCE WORK ORDER										Date			
Vehicle/ Equipment No.			Make			Repair Code 08-B			Mileage/Hours				
INSPECTION PERIOD: 12 MONTHS/10,000 MILES										REQUIRED TIME: 5.5 HOURS			
STEERING			BUMPERS			MIRRORS			GEAR SHIFT INDICATOR				
Steering Wheel	P	F	R	Front	P	F	R	Interior	P	F	R		
Column				Rear				Exterior					
Dash				FENDERS			GLAZING			UNIVERSAL & CV JOINTS			
Travel				Circle Ref. LF RF LR RR	P	F	R	Driver Door Window Mechanism	P	F	R		
Linkage				LIGHTS			Windshield			Universal			
Tie Rods				Turn Signals	P	F	R	Damage or Glazing Indicate Window					
Drag Link				Back Up				SAFETY: Flares					
Pitman Arm				Hazard				Fire Ext.					
Idler Arm				Brake Warning				Acc. Packet					
Rack & Pinion				High Beam Indicator				WIPERS			BRAKES		
Steering Box				Stop				Arm/Blades	P	F	R		
Power Steering				Tail				Park Position					
ALIGNMENT			Rear Wheel Alignment			Park			Controls			Road Test	
Toe In/Out	P	F	R	Side Marker			HOOD / CATCHES			Hydraulic System			
SUSPENSION			Reflector			Indicate Location			Master Cylinder			Wheel Cylinders	
Ball Joints/Kin Pins	P	F	R	Tag			DOOR HANDLE LATCHES			Drums/Discs			
Struts				Dash			Indicate Location			Lining/Pads			
Wheel Bearings				Clearance			FLOOR / TRUNK PANS			Booster System			
Springs/Shockles				ID Lamp			Indicate Location			Parking Brake			
Torsion Bars				Adjusters			SPEEDOMETER / ODOMETER			Mech. Components			
Stabilizer				Fog/Aux Haight/Aim			Operation / Legibility			REQUIRED READINGS			
Control Arm				Headlights			DRIVERS SEAT			DRUMS & DISCS			
Shocks				Obstructions L/R			Wounding & Operation			LF RF			
FUEL SYSTEM			ELECTRICAL SYSTEM			SAFETY BELTS			LR RR				
Tank	P	F	R	Horn	P	F	R	Front (1954)					
Cap/Filter Inlet				Switches/Wiring				Rear					
Tubing				Neutral Safety Switch				WHEELS / TIRES			P F R		
Acceleration				Battery				LF					
EXHAUST SYSTEM			MOTOR MOUNTS			Oil / Filter Change			RF				
Muffler	P	F	R	Indicate Location	P	F	R	LR					
Catalytic Converter				REMARKS									
Pipes													
Manifold													
This is to certify that each item has been checked according to instructions.													
Signature						Date Completed							

EXPIRATION DATE: January 31, 2010

TITLE: Code 234 Transportation Branch Manager

GODDARD SPACE FLIGHT CENTER				Date _____
VEHICLE AND EQUIPMENT DE-IDENTIFICATION				Driven <input type="checkbox"/>
				Towed <input type="checkbox"/>
Vehicle Registration No.		Organization or Activity		GSFC
				Miles or Hours
Make	Model	Size	Drive	Mechanic
Item No.	Reason For Disposal			
1.	Remove License Plates → AT DISPOSAL POINT			
2.	Remove Property Indication Number			
3.	Remove Dash Panel and Windshield Stickers			
4.	Remove all NASA Logos			
5.	Remove Flare Kit			
6.	Remove Fire Extinguisher and 2 Way Radio if Equipped			
7.	Check on Vehicle - Jack, Lug Wrench, and Spare (Do Not Remove)			
8.	Clean Vehicle Inside and Out			
Final Inspection by QA Personnel				
Remarks:				
Signature _____			Date _____	

DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE:
EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 21

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MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)											
<i>(Read Instructions before completing this form.)</i>											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION 1 - DOCUMENTATION				ORIGIN a.				DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. MEDICAL EXAMINER'S CERTIFICATE*											
8. (X if satisfactory at origin)											
a. MILITARY HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL:				YES		NO	
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR		YES	
c. ROUTE PLAN				f. COPY OF 49 CFR PART 387				b. TRAILER		YES	
9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*											
SECTION 11 - MECHANICAL INSPECTION											
All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.											
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)					
12. PART INSPECTED (X as applicable)		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT		UNSAT		SAT		UNSAT			
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM					
b. HORN OPERATIVE						l. BRAKE SYSTEM*					
c. STEERING SYSTEM						m. SUSPENSION					
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES					
e. MIRRORS						o. CARGO SPACE					
f. WARNING EQUIPMENT						p. LANDING GEAR*					
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS						s. TARPULIN*					
j. FUEL SYSTEM*						t. OTHER (Specify)					
13. INSPECTION RESULTS (X one) ACCEPTED						REJECTED					
(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)											
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED						REJECTED					
15. REMARKS											
16. INSPECTOR SIGNATURE (Origin)						17. INSPECTOR SIGNATURE (Destination)					
SECTION III - POST LOADING INSPECTION											
This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.											
		ORIGIN (1)		DESTINATION (2)				COMMENTS (3)			
		SAT		UNSAT		SAT		UNSAT			
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT											
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS											
23. COPY OF DID FORM 626 FOR DRIVER											
24. SHIPPED UNDER DOT EXEMPTION 868											
25. INSPECTOR SIGNATURE (Origin)						26. DRIVER(S) SIGNATURE (Origin)					
27. INSPECTOR SIGNATURE (Destination)						28. DRIVER(S) SIGNATURE (Destination)					

DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE :
EXPIRATION DATE : January 31, 2010

APPROVED BY Signature **DRAFT**
NAME : Thomas A. Weisz
TITLE : Code 234 Transportation Branch Manager

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ATTACHMENT 21

Pg 2 of 3

INSTRUCTIONS	
SECTION I - DOCUMENTATION General Instructions. All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination. Items 1 through 5. Self explanatory. Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW Part 383. Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate. Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials. b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Transportation Regulation (DTR) requirement.) c. Route Plan. Prior to loading any Hazard Class/Division 1, 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101. d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators. e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle. f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator. Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection. SECTION 11 - MECHANICAL INSPECTION General Instructions. All items (12.a. through 12.L) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.	SECTION 11 (Continued) Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95) b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81) c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G) d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79) e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80) f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95) g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95) h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

DIRECTIVE NO. 230-SOP-6700.11L
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APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 21

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MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)											
<i>(Read Instructions before completing this form.)</i>											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION I - DOCUMENTATION				ORIGIN a.				DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. MEDICAL EXAMINER'S CERTIFICATE*											
8. <i>(X if satisfactory at origin)</i>								9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT			
a. MILITARY HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL: YES NO				YES NO			
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR			
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER			
SECTION II - MECHANICAL INSPECTION <i>All items shag be checked on empty equipment prior to loading. Items with an asterisk shag be checked on all incoming loaded equipment.</i>											
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)					
12. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (i)		DESTINATION (j)		ORIGIN (i)		DESTINATION (j)		COMMENTS (k)	
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT			
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM					
b. HORN OPERATIVE						l. BRAKE SYSTEM*					
c. STEERING SYSTEM						m. SUSPENSION					
d. WINDSHIELDWIPERS						n. COUPLING DEVICES					
e. MIRRORS						o. CARGO SPACE					
f. WARNING EQUIPMENT						p. LANDING GEAR*					
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS						s. TARPAULIN*					
j. FUEL SYSTEM*						t. OTHER (Specify)					
13. INSPECTION RESULTS (X one) ACCEPTED						REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>											
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED						REJECTED					
15. REMARKS											
16. INSPECTOR SIGNATURE (Origin)						17. INSPECTOR SIGNATURE (Destination)					
SECTION III - POST LOADING INSPECTION <i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>											
		ORIGIN (i)		DESTINATION (j)		ORIGIN (i)		DESTINATION (j)		COMMENTS (k)	
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT			
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT											
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/IDD FORM 838 FOR GOVERNMENT VEHICLE SHIPMENTS											
23. COPY OF DID FORM 626 FOR DRIVER											
24. SHIPPED UNDER DOT EXEMPTION 868											
25. INSPECTOR SIGNATURE (Origin)						26. DRIVER(S) SIGNATURE (Origin)					
27. INSPECTOR SIGNATURE (Destination)						28. DRIVER(S) SIGNATURE (Destination)					

DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE: _____
EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 22

NEW VEHICLE DATA FOR EXTRAFLEET 2000

License Number NA- _____ Replaces NA- _____
Property Number _____ PO# S- _____
Year/Make _____ PCN _____
Model _____ Purchase Date _____
Type _____ Acq. Cost \$ _____
Fuel Type _____ Fuel Capacity _____
Ser No. (VIN) _____ GVWR _____
Engine Model _____ # of Cylinders _____
Brake Type _____ Tire Size _____
Category Code _____ GSA Code _____ Owned/Leased _____
Org/Accountable Code _____ Salvage Amount \$ _____
City Location _____ Monthly Depreciation Amount \$ _____
Permanently Assigned Code _____ Contact _____
Date & Bldg # Assigned _____ Telephone # _____
Contractor Name _____ Contract No. NAS5- _____

Rob DiPalo _____ Larry Whitt _____
Date Date Date

Ronnie Rountree _____
Date

230-0077 (8/02)

APPROVED BY Signature **DRAFT**

NAME: Thomas A. Weisz

TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 23
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[illegible]

DIRECTIVE NO. 230-SOP-6700.11L
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APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 23

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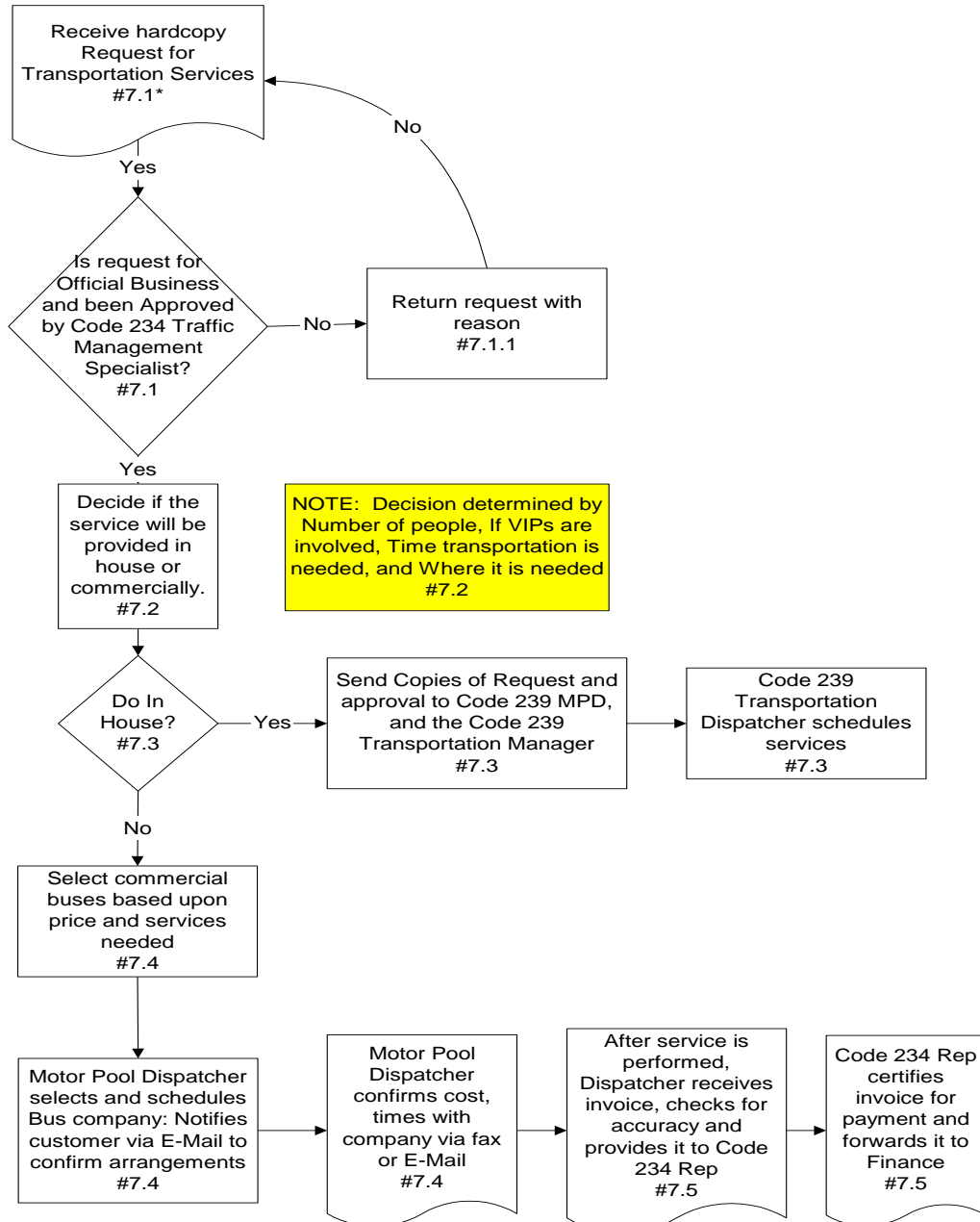
SF 361 (PAGE 2)		34. THIS IS A SURVEY DOCUMENT. <input type="checkbox"/> YES <input type="checkbox"/> NO		35. DATE	
PART II - (FOR CLAIMS PURPOSES)					
36. TO					
37. RESPONSIBILITY <input type="checkbox"/> CARRIER <input type="checkbox"/> SHIPPER/CONTRACTOR <input type="checkbox"/> TRANS. SHIPPING ACTIVITY <input type="checkbox"/> RECEIVER <input type="checkbox"/> OTHER (Specify)					
38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? (If "NO," explain in Remarks) <input type="checkbox"/> YES <input type="checkbox"/> NO		39. DOCUMENTS ATTACHED (If "YES," list in Remarks) <input type="checkbox"/> YES <input type="checkbox"/> NO		40. PHOTOGRAPHS ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
41. INSPECTION DATA <input type="checkbox"/> CARRIER INSPECTED (Report attached) <input type="checkbox"/> ORAL WAIVER (Provide name, title, and date in Remarks)		<input type="checkbox"/> INSPECTION WAIVED (Waiver attached) <input type="checkbox"/> GOVERNMENT INSPECTED (Report attached)		42. DISPOSITION DATA <input type="checkbox"/> REJECTED (Receipt attached) <input type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (Bill attached) <input type="checkbox"/> OTHER (Explain in Remarks)	
43. REMARKS (See preparation instructions of covering regulation for suggested information)					
44. DISTRIBUTION OF COPIES		45A. NAME OF PREPARER (Type or print)			
		45B. TITLE		45C. TELEPHONE	
		45D. SIGNATURE			
46. ACTION BY REVIEWING OFFICIALS					
A. ABOVE ITEMS HAVE BEEN <input type="checkbox"/> EXPENDED <input type="checkbox"/> RECEIVED		B. INVENTORY ACCOUNT		C. CHARGE/TRANSFER TO:	
D. ACCOUNTING CLASSIFICATION					
E. APPROVED TO HOLD _____ RESPONSIBLE IN THE AMOUNT OF \$ _____ (Name)					
F. APPROVING OFFICIAL		NAME (Type or print)		TITLE	
		SIGNATURE		DATE	
47. ACTION BY CLAIMS OFFICE					

DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE: _____
EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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ATTACHMENT 24
Tour Bus Requests



DIRECTIVE NO. 230-SOP-6700.11L
EFFECTIVE DATE: _____
EXPIRATION DATE: January 31, 2010

APPROVED BY Signature **DRAFT**
NAME: Thomas A. Weisz
TITLE: Code 234 Transportation Branch Manager

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Attachment 25: Forklift and Battery Powered Pallet Jack Daily Safety Checklist



Forklift & Battery Powered Pallet Jack Daily Safety Checklist

for the week beginning: _____

Forklift operator initial each item on this checklist daily and keep with the forklift.

At the end of the week, turn into Supervisor to retain for 12 months.

Equipment Make: _____	NASA Tag Nr: _____					
	Mon	Tues	Wed	Thur	Fri	Sat
Weight test date OK						
No fluid leaks						
Steering						
Horn						
Brakes						
Tilt						
Warning Light						
Back up alarm						
Tires						
Battery						

Remarks: _____

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Attachment 26: Portable Generator Storage Form

(Note only one form per generator)

(Note: file original of this form in Generator Storage Notebook in
Garage Office. Place copy in document protector and attach to
generator)

**Note: Portable Generators are normally stored inside the Bldg 27
Garage. In those instances in which a Portable Generator is stored
outside, both fuel AND oil tanks must be drained**

Generator ID:

Date Generator Put Into Storage:

Quantity of POL Drained:

Fuel:

Oil:

Disposition of **POL** Drained:

Fuel:

Oil:

Name of Technician Performing the Work:

Garage Lead Mechanic:

Signature

Date

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release
A [if this is the baseline version, leave this and the remaining Revision blocks blank]	5/15/97	Added text to section 12.5.1 (Procedures for Permanently Assigned Vehicles) for washing permanently assigned vehicles at both the Greenbelt and Wallops locations. Details contained in new Attachment 4 (Vehicle Cleaning and Washing) Renumbered Wallops Attachments, changed Table of Contents numbering.
B	8/14/97	Added section 12.9.2, 12.24 and supporting Attachments to cover Refueling/Maintenance of Storage Tanks and Storm Water Pollution Prevention requirements. Renumbered Attachments and changed Table of Contents
C	3/18/99	Add wording to page 10, paragraph 4 (section 12.2.1) to require that loads be properly secured on trailers, trucks, etc.
D	10/31/99	<p>Added text to page 9, section 12.2.1 (enter it into DAFIS. Dispatch Automated Fleet Information System, Which electronically generates a transportation Pickup ticket)</p> <p>Added wording to page 23, section 12.7.1, Procedures Reservations (are processed by contract personnel At Wallops Island, Telephone No. (757) 824-1473.</p> <p>Added text to page 47, section 12.9.1 (retread tires are installed on vehicles used on center.)</p> <p>Page 65, section 1.2.2 - Deleted Page 65,</p>

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		section 1.2.4, changed schedule to read Monday thru Thursday.
E	12/1/99	Page 14, section 12.4 - added a "Note" concerning the prohibition of taking government vehicles home prior to the start of travel or keeping a vehicle at home the evening of completion of travel.
F	4/19/00	Added wording to Page 14, Section 12.3.1, 3 rd paragraph (for properly securing of government owned vehicle)
G	6/29/00	Added additional wording to Page 14, Section 12.3.1, third paragraph (for properly securing of government owned vehicles within the Building 27 compound)
H	6-2004	Change of company name through out SOP (Cortez to TRAX). Added procedures headings to Sections 18, 19, & 20. Added to Attachment references (page 6) form named Transportation Discrepancy Report SF361 as the 23 rd attachment page. Added reference date of May 2003 to section P.4 Cancellation (page 7). Added Transportation Discrepancy Report SF 361 to section P.8 RECORDS regarding retention time period (page 9).
	6-2004 continued	Added new policy in Section 4.0 VEHICLE RESERVATION REQUESTS which reverses policy prohibiting NASA personnel taking home government vehicles in connection with official travel.(page 15) Taking of vehicle home is authorized if there is a significant

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		<p>time/fuel savings in connection with travel.</p> <p>Added procedural change to how under section 4.2 Credit Card Control Procedures, credit cards are now turned over to the Motor Pool Dispatcher for disposition. (page 18)</p> <p>Added under section 6.1g reference to chargeable accounting number in place of JON reference. (page 21)</p> <p>Added under section 6.2 Escort Policy language that states " if the contractor is unable to secure Goddard I.D. badges". (page 22)</p> <p>Added under section 6.3 Claims language that added requirements to the GSFC Form 20-35 that required the customer to highlight (by asterisk) any item on the Move List over \$5,000.00. Additionally a requirement was added the required the customer to report claims within five days of the move completion. (page 22)</p> <p>Added language under section 6.3 Claims that clarified the requirement for the notification to the center move contractor by Code 234. The new requirement mandates a cover letter and SF 361 (listing all the particulars of the damages, losses, or repair costs incurred). (page 23)</p> <p>Removed language under section 6.3 Claims regarding withholding payment to center move contractor regarding off-set action because of unsettled or disputed claims. (page 23)</p> <p>Added language under NASA 8 "NASA-8 is not a regularly scheduled flight, each flight must be chartered individually." (page 24)</p> <p>Added language to section 22.1 procedures "The Vehicle Maintenance Supervisor/Lead Mechanic will surrender the credit card and Gasboy key to the Dispatcher for disposition. The Gasboy key will be reprogrammed for future use, and the credit card will be destroyed. The De-identification paperwork will be submitted to the Parts Clerk for data entry in the FLEET 2000 system." (page 44)</p>
	6-2004 continued	

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	8-2004	<p>Section 2.0 Material Movement Requests - Add "Dispatcher will read back the requirement to the customer for verification"</p> <p>Section 4.1 Vehicle Reservation Requests Procedures - add "After receiving the necessary information, the Dispatcher will read back the requirement to the customer for verification and place on the vehicle availability list."</p>
I	3/1/05	<p>Section 7.0 Tours: Detailed description of tour bus procurement process</p> <p>Updated GMI 1710.6 to GPR 8719.1</p> <p>Certification and Re-certification of Lifting Device and Equipment</p> <p>Updated "POMD" to Code 220, Facilities Management Division.</p>
J	NOV 2005	<p>P.7 added training for forklift operators, wheelchair lift operators, Storm Water Pollution Prevention Program annual refresher training and Hazardous Waste Generators annual refresher training</p> <p>Modified P.6 (Safety), and P.10 (Definitions) and added Attachment 25 (Forklift and Battery Powered Pallet Jack Daily Safety Checklist) to provide additional requirements for safety of lifting/lowering operations.</p> <p>Added Section 25 Hazardous Waste Satellite Accumulation Area Operations</p>
K	Dec 15, 2005	<ul style="list-style-type: none">• 8.2 Storage Tank Refueling, Maintenance and Spill Containment: Added procedures for documenting storage of portable generators• 10.1 Snow Removal Procedures - To have the Truck Lift is clear and ready for emergency use by the facilities contractor.• 25.0 Hazardous Waste Satellite Accumulation Area Operations: Changed Point of Contact to Code 234 Transportation Management Specialist

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		<ul style="list-style-type: none">• Attachment 26: New form to document preparation of portable generators for storage
L	XXJAN06	<ul style="list-style-type: none">• P8 Added SAA inspection and disposal inventory forms, added Portable Generator Storage form• 8.0 Tours - describe any changes....• 18.2 Added procedures for taking Portable Generators out or storage• 26 Moved Waste Oil Filters from Recycling to Disposal category• Attachment 2 STANDARD OPERATING PROCEDURE EB/1 REFUELING OIL STORAGE TANKS Expanded applicability to include Portable Generator refueling operations• Numerous administrative changes to reconcile paragraph & attachment numbering